PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

City of Peterborough

JOB TITLE: **Municipal Management Intern**

This is an interim claim: ☐ first: ☐ second: ☐ This is a final claim: ☒

PURPOSE, LOCATION, AND DATE(S):
ROMA OGRA Conference, Royal York Hotel, Toronto, Ontario, February 27 - March 2, 2011

Other Comments:
I shared a room with three other interns, so we split the cost of the room between the four of us. The registration for the conference was complimentary, however, we had to pay a fee to attend the banquet, which was a networking event. So the total amount for registration only included the banquet cost, which was $84.75. Also, there were no meals provided during this ~~banquet~~ conference, so we had to pay for our own meals. I drove my car to the conference and back.

EXPENSES						Foreign Exchange $	CDN TOTALS
DATES (mmm dd/yy)	Feb 27/11	Feb 28/11	Mar 01/11	Mar 02/11			
Transportation:							
Personal Auto **55 cents**/km	137.00 km $ 75.35	0.00 km $ 0.00	0.00 km $ 0.00	137.00 km $ 75.35	0.00 km $ 0.00		$ 150.70
Rental Vehicle	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$ 0.00
- Parking	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$ 0.00
- Bus	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$ 0.00
- Air	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$ 0.00
- Other	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$ 0.00
Registration:	$84.75	$0.00	$0.00	$0.00	$0.00	$0.00	$ 84.75
Accommodation:	$0.00	$0.00	$0.00	$0.00	$161.03	$0.00	$ 161.03
Meals: - Breakfast	$0.00	$8.48	$3.55	$13.67	$0.00	$0.00	$ 25.70
- Lunch	$0.00	$0.00	$9.95	$0.00	$0.00	$0.00	$ 9.95
- Dinner	$9.04	$0.00	$0.00	$0.00	$0.00	$0.00	$ 9.04
Other – Specify:	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$ 0.00
TOTALS	$ 169.14	$ 8.48	$ 13.50	$ 89.02	$ 161.03	$ 0.00	$ 441.17
Less Interim Claim							**$0.00**
Less Purchasing Card							**$0.00**
BALANCE PAYABLE (to Claimant)							**$ 441.17**

Recoverable: yes ☐ no ☐ If yes, recoverable from

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: March 11, 2011 Signature: _____

I have examined the above expense claim and the attached rec