



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Municipal Management Intern

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

PURPOSE, LOCATION, AND DATE(S):
 AMCTO Annual Conference, Sheraton Downtown Hotel in Toronto, June 12-15

Other Comments:
 I parked my car at my friend's house and took a cab to the hotel in order to save money on parking at the hotel. Registration costs for the conference were complimentary.
 [REDACTED]

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 12/11	Jun 13/11	Jun 14/11	Jun 15/11				
Transportation:								
Personal Auto 58.2 cents/km	138 km \$ 80.32	0.00 km \$ 0.00	0.00 km \$ 0.00	138.00 km \$ 80.32	0.00 km \$ 0.00		\$ 160.64	
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 cab to hotel	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 10.00	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$123.74	\$123.74	\$123.74	\$0.00	\$0.00	\$0.00	\$ 371.22	
Meals: - Breakfast	\$0.00	\$0.00	\$10.51	\$0.00	\$0.00	\$0.00	\$ 10.51	
- Lunch	\$15.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 15.54	
- Dinner	\$9.04	\$19.71	\$0.00	\$0.00	\$0.00	\$0.00	\$ 28.75	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 238.64	\$ 143.45	\$ 134.25	\$ 80.32	\$ 0.00	\$ 0.00	\$ 596.66	
Less Interim Claim								\$0.00
Less Purchasing Card								\$0.00
BALANCE PAYABLE (to Claimant)								\$ 596.66
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> 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: June 28, 2011

I have examined the above expense claim and the attached rec