



PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

City of Peterborough

JOB TITLE:

Customer Service Coordinator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Service Excellence Designated Trainer Certification February 22- 24, 2011

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Feb 22/11	Feb 23/11	Feb 24/11				
Transportation:							
Personal Auto 55 cents/km ✓	157.00 km \$ 86.35	21.00 km \$ 11.55	157.00 km \$ 86.35	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 184.25
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Parking	\$6.00	\$6.00	\$6.00	\$0.00	\$0.00	\$0.00	\$ 18.00
- 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:	\$1,693.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,693.87
Accommodation:	\$118.65	\$118.65	\$0.00	\$0.00	\$0.00	\$0.00	\$ 237.30
Meals: - Breakfast	\$0.00	\$4.78	\$5.76	\$0.00	\$0.00	\$0.00	\$ 10.54
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Dinner	\$0.00	\$9.58	\$0.00	\$0.00	\$0.00	\$0.00	\$ 9.58
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$1,904.87	\$ 150.56	\$ 98.11	\$ 0.00	\$ 0.00	\$ 0.00	\$2,153.54

Less Interim Claim

1693.87

Less Purchasing Card

\$0.00

BALANCE PAYABLE (to Claimant)

\$ 459.67

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 2, 2011 Signature: _____

I have examined the above expense claim and the attached r

it.

Date: March 11/11 Signature: _____