



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAINING, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: HR Assistant

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

**PURPOSE, LOCATION, AND DATE(S):**

Attendance at Cayenta Conference in Vancouver from April 25, 2011 to April 30, 2011

**Other Comments:**

Cayenta Conference ~ (Personal PAC Meetings)

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 25/11	Apr 26/11	Apr 27/11	Apr 28/11				
<b>Transportation:</b>								
Personal Auto 58.2 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 0.00	
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	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$170.22	\$170.22	\$170.22	\$170.22	\$0.00	\$0.00	\$ 680.88	
<b>Meals:</b> - Breakfast	\$0.00	\$15.16	\$13.54	\$14.82	\$0.00	\$0.00	\$ 43.52	
- Lunch	\$19.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 19.32	
- Dinner	\$14.76	\$0.00	\$23.18	\$0.00	\$0.00	\$0.00	\$ 37.94	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 204.30	\$ 185.38	\$ 206.94	\$ 185.04	\$ 0.00	\$ 0.00	\$ 781.66	
Less Interim Claim								<del>0.00</del>
Less Purchasing Card								\$781.66
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from								\$0.00
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: <u>June 2 11</u> Signature: _____								
I have examined the above expense claim and the attach						ment.		
Date: <u>June 2 11</u> Signature: _____								