



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Health & Safety Coordinator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Accommodation at the Holiday Inn Airport - Toronto for the Ontario Municipal Health & Safety Representatives Association 2011 Professional Development Day May 26 & 27/2011.

Other Comments:

2011 OMHSA Personal Development Day Conference

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	May 26/11	May 27/11						
Transportation:								
Personal Auto 58.2 cents/km	117.04 km \$ 68.12	117.04 km \$ 68.12	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 136.24	
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:	\$00.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$164.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 164.92	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$52.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 52.41	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 285.45	\$ 68.12	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 353.57	
Less Interim Claim								\$0.00
Less Purchasing Card								\$217.33
BALANCE PAYABLE (to Claimant)								\$ 136.24
Recoverable: yes <input type="checkbox"/> no <input checked="" 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: July 7/2011 Signature: _____

I have examined the above expense claim and the attached

Date: July 7/2011 Signature: _____