



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):**  
Registration & Mileage for Health, Safety, & Environmental Conference - Trade Show September 27 & 28, 2011 held at the Metro Toronto Convention Centre

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 27/11	Sep 28/11						
<b>Transportation:</b>								
Personal Auto 60.2 cents/km	115.00 km \$ 69.23	115.00 km \$ 69.23	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 138.46	
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>	\$423.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 423.75	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Meals:</b> - 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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 492.98	\$ 69.23	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 562.21	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$423.75	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 138.46</b>	
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: Oct 11/11 Signature \_\_\_\_\_

I have examined the above expense claim and the attached

Date: Oct 13/11 Signature: \_\_\_\_\_