



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Manager, Court Services**

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

PURPOSE, LOCATION, AND DATE(S):
POA Finance Workshop, Ottawa Ontario Nov 8,9 & 10, 2011

Other Comments:
Attended by 10 other Managers, Finance Clerks from other Ontario municipalities

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 07/11	Nov 08/11	Nov 09/11	Nov 10/11				
Transportation:								
Personal Auto	0.00km	0.00 km	0.00 km	0.00 km	0.00 km			
58.4 cents/km	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	
Rental Vehicle	\$310.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 310.39	
- Parking	\$16.95	\$16.95	\$16.95	\$0.00	\$0.00	\$0.00	\$ 50.85	
- 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:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$151.42	\$151.42	\$151.42	\$0.00	\$0.00	\$0.00	\$ 454.26	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$3.56	\$0.00	\$0.00	\$ 3.56	
- Lunch	\$0.00	\$8.10	\$10.26	\$0.00	\$0.00	\$0.00	\$ 18.36	
- Dinner	\$23.17	\$24.18	\$30.57	\$0.00	\$0.00	\$0.00	\$ 77.92	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 501.93	\$ 200.65	\$ 209.20	\$ 3.56	\$ 0.00	\$ 0.00	\$ 915.34	
Less Interim Claim								\$0.00
Less Purchasing Card								\$893.42
BALANCE PAYABLE (to Claimant)								\$ 21.92
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: Dec 1, 2011 Signature: _____

I have examined the above expense claim and the attached
Date: Dec 2, 2011 Signature: _____