



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Fire Alarm Operator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Emergency Operations Centre Course, Ontario Federal College in Ottawa, June 6 to 10, 2011

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 06/11	Jun 07/11	Jun 08/11	Jun 09/11	Jun 10/11			
Transportation:								
Personal Auto 58.2 cents/km	380.50 km \$ 221.45	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	380.50 km \$ 221.45		\$ 442.90	
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:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$155.94	\$155.94	\$155.94	\$155.94	\$0.00	\$0.00	\$ 623.76	
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 377.39	\$ 155.94	\$ 155.94	\$ 155.94	\$ 221.45	\$ 0.00	\$1,066.66	
Less Interim Claim								\$0.00
Less Purchasing Card								\$623.76
BALANCE PAYABLE (to Claimant)								\$ 442.90
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: June 30/11 Signature: _____

I have examined the above expense claim and the attached

Date: June 30/11 Signature: _____