



City of
Peterborough

JOB TITLE:

Land Asset Manager

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

EDCO CONFERENCE TORONTO February 1 to February 3, 2011

Other Comments:

Held at Toronto Marriott Downtown Eaton Centre

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Feb 01/11	Feb 02/11	Feb 03/11				
Transportation:							
Personal Auto	0.00 km	0.00 km	0.00 km	0.00 km	0.00 km		
55 cents/km	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$ 0.00
- Parking	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00		\$ 75.00
- Bus	\$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
- Other	\$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
Accommodation:	\$179.67	\$179.67	\$179.67	\$0.00	\$0.00		\$ 539.01
Meals: - Breakfast	\$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
- Dinner	\$22.00	\$0.00	\$0.00	\$0.00	\$0.00		\$ 22.00
Other - Specify: Gratuity	\$4.00	\$0.00	\$0.00	\$0.00	\$0.00		\$ 4.00
TOTALS	\$ 230.67	\$ 204.67	\$ 204.67	\$ 0.00	\$ 0.00		\$ 640.01
Less Interim Claim							\$ 0.00
Less Purchasing Card							\$ 614.01
BALANCE PAYABLE (to Claimant)							\$ 26.00

Recoverable: yes no 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: March 1st 2011 Signature: _____

I have examined the above expense claim and the attached

Date: March 1st 2011 Signature: _____