



City of Peterborough

JOB TITLE:

Capital Analyst, Housing Division

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATES:

IHM Conference, Holiday Inn, Kitchener-Waterloo, ON April 26-29, 2011

Other Comments:

Accommodation charged to Housing Manager's Visa Card

EXPENSES		Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Apr 27/11	Apr 28/11	
Transportation:			
Personal Auto	0.00 km	0.00 km	0.00 km
58.2 cents/km	\$ 0.00	\$ 0.00	\$ 0.00
Rental Vehicle	\$0.00	\$0.00	\$0.00
- Parking	\$0.00	\$0.00	\$0.00
- Bus	\$0.00	\$0.00	\$0.00
- Air	\$0.00	\$0.00	\$0.00
- Other	\$0.00	\$0.00	\$0.00
Registration:	\$0.00	\$0.00	\$0.00
Accommodation:	\$135.59	\$135.59	\$271.18
Meals: - Breakfast	\$0.00	\$0.00	\$0.00
- Lunch	\$0.00	\$0.00	\$0.00
- Dinner	\$0.00	\$0.00	\$0.00
Other - Specify:	\$0.00	\$0.00	\$0.00
TOTALS	\$ 135.59	\$ 135.59	\$ 271.18
Less Interim Claim			\$0.00
Less Purchasing Card			\$0.00
BALANCE PAYABLE (to Claimant)			\$ 271.18

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: May 31, 2011 Signature: _____

I have examined the above expense claim and the attached

Date: _____ Signature: _____