



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Financial Officer

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Attend Ontario Non-Profit Housing Association Annual Conference in Niagara Falls

Other Comments:

EXPENSES

Foreign
Exchange
\$

CDN
TOTALS

DATES (mmm dd/yy)	Oct 26/11	Oct 27/11	Oct 28/11	Oct 29/11	Oct 30/11			
Transportation:								
Personal Auto 58.4 cents/km	265.00 km \$ 154.76	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	265.00 km \$ 154.76		\$ 309.52	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$0.00	\$9.31	\$9.31	\$0.00	\$0.00	\$ 18.62	
- 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:	\$219.98	\$219.98	\$219.98	\$219.98	\$0.00	\$0.00	\$ 879.92	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$0.00	\$7.90	\$0.00	\$0.00	\$0.00	\$0.00	\$ 7.90	
- Dinner	\$0.00	\$0.00	\$26.51	\$35.72	\$0.00	\$0.00	\$ 62.23	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 374.74	\$ 227.88	\$ 255.80	\$ 265.01	\$ 154.76	\$ 0.00	\$1,278.19	
Less Interim Claim								\$0.00
Less Purchasing Card								\$898.54
BALANCE PAYABLE (to Claimant)								\$ 379.65
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: November 1, 2011 Signature: _____

I have examined the above expense claim and the attached r

Date: November 2/11 Signature: _____