



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Program Manager

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

OMSSA - Social Housing in Ontario Training November 15, 2011 in Toronto

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Nov 14/11	Nov 15/11					
<b>Transportation:</b>							
Personal Auto 58.4 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 0.00
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	\$41.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 41.81
- 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
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Accommodation:</b>	\$0.00	\$202.27	\$0.00	\$0.00	\$0.00	\$0.00	\$ 202.27
<b>Meals:</b> - 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	\$23.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 23.21
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 65.02	\$ 202.27	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 267.29
Less Interim Claim							\$0.00
Less Purchasing Card							\$267.29
<b>BALANCE PAYABLE (to Claimant)</b>							\$ 0.00

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: November 24/11 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached re  
Date: Nov 24/11 Signature: \_\_\_\_\_