



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Division Manager

This is an interim claim: first: second: This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Accommodation, vehicle rental and fuel charges for the purpose of attending the 2011 Water Environmental Association of Ontario (WEAO) Technical Symposium, held in Toronto Ontario April 10-13, 2011.

Other Comments:

All meals were included with the registration fee.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 10/11	Apr 11/11	Apr 12/11	Apr 13/11				
Transportation:								
Personal Auto 58.2 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	\$32.20	\$32.20	\$32.21	\$32.21	\$0.00	\$0.00	\$ 128.82	
- Parking	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00	\$0.00	\$ 75.00	
- 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 Fuel	\$40.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 40.01	
Registration:	\$678.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 678.00	
Accommodation:	\$247.47	\$247.47	\$247.47	\$0.00	\$0.00	\$0.00	\$ 742.41	
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	\$1,022.68	\$ 304.67	\$ 304.68	\$ 32.21	\$ 0.00	\$ 0.00	\$1,664.24	
Less Interim Claim								\$678.00
Less Purchasing Card								\$0.00
BALANCE PAYABLE (to Claimant)								\$ 986.24
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: <u>April 28/11</u>				Signature: _____				
I have examined the above expense claim and the attached								
Date: <u>May 2/11</u>				Signature: _____				