



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Supervisor, Parks & Forestry

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

**PURPOSE, LOCATION, AND DATE(S):**  
Grass / Turf Course - January 31 - February 25, 2011  
University of Guelph, Guelph, Ontario

**Other Comments:**  
This course was a four week course. - Week 3 (February 13 - February 18, 2011)

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Feb 13/11	Feb 14/11	Feb 15/11	Feb 16/11	Feb 17/11			
<b>Transportation:</b>								
Personal Auto	km	0.00 km	0.00 km	0.00 km	502.00 km			
55 cents/km	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 276.10		\$ 276.10	
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	\$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:	\$79.10	\$79.10	\$79.10	\$79.10	\$79.10	\$0.00	\$ 395.50	
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	\$18.53	\$0.00	\$0.00	\$ 18.53	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	<b>\$ 79.10</b>	<b>\$ 79.10</b>	<b>\$ 79.10</b>	<b>\$ 97.63</b>	<b>\$ 355.20</b>	<b>\$ 0.00</b>	<b>\$ 690.13</b>	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$414.03	
BALANCE PAYABLE (to Claimant)							\$ 276.10	
Recoverable: yes <input type="checkbox"/> no <input 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: MARCH 21, 2011 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached r

Date: Mar 21/11 Signature: \_\_\_\_\_