



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 4 (February 20 - February 25, 2011)

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Feb 21/11	Feb 22/11	Feb 23/11	Feb 24/11	Feb 25/11			
Transportation:								
Personal Auto	km	0.00 km	0.00 km	0.00 km	491.00 km			
55 cents/km	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 270.05		\$ 270.05	
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	\$0.00	\$0.00	\$ 316.40	
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	
TOTALS	\$ 79.10	\$ 79.10	\$ 79.10	\$ 97.63	\$ 270.05	\$ 0.00	\$ 604.98	
Less Interim Claim								\$0.00
Less Purchasing Card								\$334.93
BALANCE PAYABLE (to Claimant)								\$ 270.05
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: <u>MARCH 21, 2011</u>								Signatur _____
I have examined the above expense claim and the attached receipts.								
Date: <u>Mar 21/11</u>								Signatur _____