



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Public Works Arborist # 2

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

**PURPOSE, LOCATION, AND DATE(S):**  
 Infrastructure Health & Safety Association, Line Clearing - Safety & Awareness  
 Mississauga -February 7, 8 & 9, 2011

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Jun 11/11	Feb 07/11	Feb 08/11	Feb 09/11			
<b>Transportation:</b>							
Personal Auto 55 cents/km	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	\$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
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Accommodation:</b>	\$163.85	\$163.85	\$163.85	\$0.00	\$0.00	\$0.00	\$ 491.55
<b>Meals:</b> - Breakfast	\$0.00	\$13.87	\$6.30	\$5.64	\$0.00	\$0.00	\$ 25.81
- Lunch	\$0.00	\$12.40	\$13.02	\$10.15	\$0.00	\$0.00	\$ 35.57
- Dinner	\$4.52	\$49.67	\$23.38	\$0.00	\$0.00	\$0.00	\$ 77.57
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 168.37	\$ 239.79	\$ 206.55	\$ 15.79	\$ 0.00	\$ 0.00	\$ 630.50
Less Interim Claim							\$0.00
Less Purchasing Card							\$0.00
<b>BALANCE PAYABLE (to Claimant)</b>							\$ 630.50
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: _____ Signature: _____							
I have examined the above expense claim and the attached							
Date: _____ Signature: _____							