



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Assistant Manager, Public Works Fleet

This is an interim claim:

first:

second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

MOEA Spring Conference - April 13 - 14, 2011
Brantford

Other Comments:

Expenses

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 13/11	Apr 14/11						
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	\$146.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 146.18	
- 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:	\$118.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 118.64	
Meals: - Breakfast	\$0.00	\$14.30	\$0.00	\$0.00	\$0.00	\$0.00	\$ 14.30	
- 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	\$ 264.82	\$ 14.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 279.12	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$279.12	
BALANCE PAYABLE (to Claimant)							\$ 0.00	
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: May 3/2011 Signature: _____

I have examined the above expense claim and the attached r