



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Relief Operator/Maintenance

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

**PURPOSE, LOCATION, AND DATE(S):**

WWT exam preparation training course in Welland, Ontario from July 12th to July 16th

**Other Comments:**

Two relief operators/maintenance men attended the training course; the other employee drove his vehicle so the mileage is on his Travel & Hospitality Expense Claim Form. Accommodations were shared between the two employees and paid by a City Visa card and the registration cost was also split between the two employees and paid for by a Stamp & Pay.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Jul 12/10	Jul 13/10	Jul 14/10	Jul 15/10	Jul 16/10		
<b>Registration:</b>	\$661.50						\$661.50
<b>Transportation:</b>							
Personal Auto Km X 50.9¢							
Rental Vehicle							
- Parking							
- Bus							
- Air							
- Other							
<b>Accommodation:</b>	\$52.55	52.55	\$52.55	\$52.55			\$210.20
<b>Meals:</b> - Breakfast							
- Lunch		\$10.44	\$9.88	\$17.13	\$10.14		\$47.59
- Dinner	\$7.90		\$27.14	<del>\$14.15</del> (duplicate)			35.04 \$40.17
<b>Other - Specify:</b>							
<b>TOTALS</b>	\$721.95	\$62.99	\$89.57	69.63 <del>\$83.81</del>	10.14		954.33 <del>\$968.46</del>
Less (please specify):							\$661.50
Less Purchasing Card							\$210.20
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$96.76</b> 82.63
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>July 21/2010</u> Signature: _____							