



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Manager**

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

PURPOSE, LOCATION, AND DATE(S):
The employee stayed at the Holiday Inn in Kitchener Waterloo from October 4/12 to October 5/12 to attend an 8:00 am meeting at the office of MTE Consultants to discuss the new Parkhill West Sewage Pumping Station, located at 520 Bingemans Centre Drive, Kitchener, Ontario N2B 3X9

Other Comments:
Employee travelled in his own vehicle on October 4/12 to stay at the Holiday Inn because the meeting began at 8:00 am on October 5/12.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 05/12							
Transportation:								
Personal Auto 61.9 cents/km	443.00 km \$ 274.22	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 274.22	
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:	\$146.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 146.89	
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	\$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	\$ 421.11	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 421.11	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$146.89	
BALANCE PAYABLE (to Claimant)							\$ 274.22	
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>Oct - 30, 2012</u>				Signature: _____				
I have examined the above expense claim and the attached _____ ent.								
Date: <u>Nov 2, 2012</u>				Signature: _____				