



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Division Manager

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

PURPOSE, LOCATION, AND DATE(S):
 Employee travelled on Mississauga on February 23, 2014 to attend a meeting regarding the "Factory Acceptance Test" for the new SCADA computer system being held at 9:00am on February 24, 2014 at Summa Engineering located at 6423 Northam Drive, Mississauga, ON L4V 1J2.

Other Comments:
 Employee's breakfast for February 24, 2014 was purchased using another employee's Corporate Visa card. Lunch was purchased by Summa Engineering.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Feb 23/14	Feb 24/14					
Transportation:							
Personal Auto 60.8 cents/km	148.00 km \$ 89.98	148.00 km \$ 88.77	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 178.75
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Parking	\$13.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 13.56
- 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:	\$141.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 141.25
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	\$ 244.79	\$ 88.77	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 333.56
Less Interim Claim							\$0.00
Less Purchasing Card							\$154.81
BALANCE PAYABLE (to Claimant)							\$ 178.75

Recoverable: yes no If yes, recoverable from _____

I hereby certify that all the above expenses were for business purposes stated above.

Date: Feb - 26 / 14

I have examined the above expense claim and it is correct.

Date: March 10, 2014



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Chief Operator

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

PURPOSE, LOCATION, AND DATE(S):
Employee travelled on Mississauga on February 23, 2014 to attend a meeting regarding the "Factory Acceptance Test" for the new SCADA computer system being held at 9:00am on February 24, 2014 at Summa Engineering located at 6423 Northham Drive, Mississauga, ON L4V 1J2.

Other Comments:
Employee also purchased breakfast for another City employee on February 24, 2014 on their Corporate Visa card.

EXPENSES

DATES (mmm dd/yy)	EXPENSES					Foreign Exchange \$	CDN TOTALS
	Feb 23/14	Feb 24/14					
Transportation:							
Personal Auto 60.8 cents/km	146.00 km \$ 88.77	146.00 km \$ 88.77	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 177.54
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Parking	\$13.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 13.56
- 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:	\$141.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 141.25
Meals: - Breakfast	\$42.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 42.63
- 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	\$ 286.21	\$ 88.77	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 374.98
Less Interim Claim							\$0.00
Less Purchasing Card							\$197.44
BALANCE PAYABLE (to Claimant)							\$ 177.54

Recoverable: yes no If yes, recoverable from

I hereby certify that all the above expenditures purposes stated above.

Date: Feb 26 / 14

I have examined the above expense claim and

Date: Feb 26 / 14