



PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

**City of
Peterborough**

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 March 9, 2014 to attend a meeting regarding the "Factory Acceptance Test" for the new SCADA computer system being held at 9:00am on February 10, 2014 at Summa Engineering located at 6423 Northham Drive, Mississauga, ON L4V 1J2.

Other Comments:

Employee car pooled with another employee who was also attending the meeting. The employee also purchased dinner on March 9, 2014 and breakfast on March 10, 2014 for the other City employee on their Corporate Visa card.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Mar 09/14	Mar 10/14					
Transportation:							
Personal Auto 60.8 cents/km	153.00 km \$ 93.02	153.00 km \$ 93.02	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 186.04
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:	\$0.00	\$117.01	\$0.00	\$0.00	\$0.00	\$0.00	\$ 117.01
Meals: - Breakfast	\$0.00	\$47.27	\$0.00	\$0.00	\$0.00	\$0.00	\$ 47.27
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Dinner	\$82.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 82.60
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$ 189.18	\$ 257.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 446.48
Less Interim Claim							\$0.00
Less Purchasing Card							\$260.44
BALANCE PAYABLE (to Claimant)							\$ 186.04

Recoverable: yes no If yes, rec:

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

Date: April 2 / 14

I have examined the above expense claim a

Date: Apr. 2 / 14



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 to Mississauga on March 9, 2014 to attend a meeting regarding the "Factory Acceptance Test" for the new SCADA computer system being held at 9:00am on March 10, 2014 at Summa Engineering located at 6423 Northham Drive, Mississauga, ON L4V 1J2.

Other Comments:
Employee car pooled with another employee who was also attending the meeting. The employee's dinner on March 9, 2014 and breakfast on March 10, 2014 was purchased by the other City employee on their Corporate Visa card.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 10/14							
Transportation:								
Personal Auto 60.8 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	\$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:	\$117.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 117.01	
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	\$ 117.01	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 117.01	
Less Interim Claim								\$0.00
Less Purchasing Card								\$117.01
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, re

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

Date: April 1, 2014

I have examined the above expense claim

Date: April 4, 2014