



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

WWTP Licensed Electrician

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

On Monday April 7, 2014 the employee travelled to 40 Bramtree Court, Brampton, ON L6S 5Z7 to attend the Ethernet IP Design & Troubleshooting course being offered by Rockwell Automation from April 8th to April 10th 2014.

Other Comments:

The registration cost of \$1832.86 was paid by PO#37265. Breakfast was included with the hotel stay and lunch was included with the course.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 07/14	Apr 08/14	Apr 09/14	Apr 10/14	Apr 11/14			
Transportation:								
Personal Auto 61.4 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	\$368.65	\$0.00	\$ 368.65	
- 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:	\$112.89	\$112.89	\$112.89	\$0.00	\$0.00	\$0.00	\$ 338.67	
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	\$26.60	\$44.15	\$34.89	\$0.00	\$0.00	\$0.00	\$ 105.64	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 139.49	\$ 157.04	\$ 147.78	\$ 0.00	\$ 368.65	\$ 0.00	\$ 812.96	
Less Interim Claim								\$0.00
Less Purchasing Card								\$812.96
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, re

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

Date: Apr 21 May 5/2014

I have examined the above expense claim

Date: May 6/14