



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Environmental Officer

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Employee attended an Industrial Unit Process course located at 55 Reading Court, Etobicoke, ON. from May 28, 2014 to May 30, 2014.

Other Comments:

Accommodations, car rental and fuel expenses were purchased on the Chief Environmental Officer's City purchasing card.

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|
| DATES (mmm dd/yy) | May 28/14 | May 29/14 | May 20/14 | | | | |
| 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 | \$256.02 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 256.02 |
| - Parking | \$27.12 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 27.12 |
| - 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 Fuel | \$55.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 55.00 |
| Registration: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| Accommodation: | \$118.65 | \$118.65 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 237.30 |
| Meals: - Breakfast | \$0.00 | \$2.37 | \$3.39 | \$0.00 | \$0.00 | \$0.00 | \$ 5.76 |
| - Lunch | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| - Dinner | \$0.00 | \$30.86 | \$8.80 | \$0.00 | \$0.00 | \$0.00 | \$ 39.66 |
| Other - Specify: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 |
| TOTALS | \$ 456.79 | \$ 151.88 | \$ 12.19 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 620.86 |

Less Interim Claim **\$0.00**

Less Purchasing Card **\$575.44**

BALANCE PAYABLE (to Claimant) **\$ 45.42**

Recoverable: yes no If

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

Date: June 9/14

I have examined the above expenses and they are correct.

Date: June 9/14