



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Accommodations for two WWTP Operators while attending Hands-On Wastewater Training at the Wasaga Beach Wastewater Treatment Plant, 30 Woodland Dr., Wasaga Beach, ON., L9Z 2V4 on June 17th & June 18th

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	May 15/14						
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	\$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:	\$178.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 178.54
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	\$ 178.54	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 178.54
Less Interim Claim							\$0.00
Less Purchasing Card							\$178.54
BALANCE PAYABLE (to Claimant)							\$ 0.00
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: May 27/14

I have examined the above expense claim and

Date: MAY 30/14



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: WWTP Operators

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

PURPOSE, LOCATION, AND DATE(S):

Two WWTP Operators attended a Hands-On Wastewater Training Course at the Wasaga Beach Wastewater Treatment Plant, 30 Woodland Dr., Wasaga Beach, ON., L9Z 2V4 on June 17th & June 18th

Other Comments:

Accommodations were previously paid on a corporate Visa card. Meals for June 18th & 19th were included with the registration fee, employee's were reimbursed for meals for June 17/14 and the registration fee is still to be paid by corporate Visa.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Jun 17/14	Jun 19/14					
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	\$323.82	\$0.00	\$0.00	\$0.00	\$0.00	\$ 323.82
- 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:	\$928.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 928.79
Accommodation:	\$178.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 178.54
Meals: - Breakfast	\$22.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 22.43
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Dinner	\$33.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 33.88
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$1,163.64	\$ 323.82	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,487.46
Less Interim Claim							\$1,163.64
Less Purchasing Card							\$323.82
BALANCE PAYABLE (to Claimant)							(\$ 0.00)

Recoverable: yes no If yes, recoverable

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

Date: July 2/14

I have examined the above expense claim and

Date: July 2/14



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

WWTP Operators

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Two WWTP Operators attended a Hands-On Wastewater Training Course at the Wasaga Beach Wastewater Treatment Plant, 30 Woodland Dr., Wasaga Beach, ON., L9Z 2V4 on June 17th & June 18th

Other Comments:

Accommodations and the vehicle rental were previously paid on a corporate Visa card. Meals for June 18th & 19th were included with the registration fee, employee's were previously reimbursed for meals for June 17/14 and the registration fee has now just been charged to the corporate Visa card.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 17/14	Jun 19/14						
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	\$323.82	\$0.00	\$0.00	\$0.00	\$0.00	\$ 323.82	
- 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:	\$928.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 928.79	
Accommodation:	\$178.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 178.54	
Meals: - Breakfast	\$22.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 22.43	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$33.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 33.88	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$1,163.64	\$ 323.82	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,487.46	
Less Interim Claim							\$558.67	
Less Purchasing Card							\$928.79	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no If yes, recoverable from

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

Date: Sept 30/14

I have examined the above expense claim

Date: Oct 1/14