



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):
Summa Engineering at 6423 Northam Drive, Mississauga, L4V 1J2 for a FAT (Factory Acceptance Test) of new Electrical Panels for the I & I tanks and pumping station at the WWTP. July 17, 2014

Other Comments:
Attended by the Chief Operator and the Plant Electrician.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jul 16/14	Jul 17/14						
Transportation:								
Personal Auto 64.5 cents/km	162.5 km \$ 104.81	162.50 km \$ 104.81	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 209.62	
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:	\$201.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 201.14	
Meals: - Breakfast	\$0.00	42.14	\$0.00	\$0.00	\$0.00	\$0.00	\$ 42.14	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$63.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 63.22	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 369.17	\$ 140.95	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 516.12	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$306.50	
BALANCE PAYABLE (to Claimant)							\$ 209.62	

Recoverable: yes no If ye

I hereby certify that all the above expe
purposes stated above. or

Date: July 21/14

I have examined the above expense cl

Date: July 21/14