



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):

Employee travelled to Toronto on Sunday, August 24, 2014 to attend the Phase 4, I & I pump station and tanks SCADA Factory Acceptance Test, which was taking place at Summa Engineering, 6423 northham Drive, Mississauga, ON L4V 1J2 on Monday, August 25, 2014.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Aug 24/14	Aug 25/14					
Transportation:							
Personal Auto 64.5 cents/km	141.00 km \$ 90.95	141.00 km \$ 90.95	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 181.90
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:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Meals: - Breakfast	\$0.00	\$5.21	\$0.00	\$0.00	\$0.00	\$0.00	\$ 5.21
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Dinner	\$38.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 38.40
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$ 129.35	\$ 96.16	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 225.51
Less Interim Claim							\$0.00
Less Purchasing Card							\$38.40
BALANCE PAYABLE (to Claimant)							\$ 187.11

Recoverable: yes no If yes,

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

Date: Sept 12/14

I have examined the above expense clai

Date: Sept. 12/14