



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Driver Trainer Safety Co-ordinator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

2014 Supervisory Skills for Transportation & Public Works - Mississauga, ON - Sep 28 to Oct 2, 2014

Other Comments:

Includes accommodations and Meals for Night Foreman, Weekend Foreman Days, Weekend Foreman Nights, Mechanic Foreman

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 28/14	Sep 29/14	Sep 30/14	Oct 01/14	Oct 02/14			
Transportation:								
Personal Auto 64.5 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:	\$638.45	\$638.45	\$638.45	\$638.45	\$0.00	\$0.00	\$2,553.80	
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	\$150.99	\$146.20	\$96.00	\$0.00	\$0.00	\$0.00	\$ 393.19	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 789.44	\$ 784.65	\$ 734.45	\$ 638.45	\$ 0.00	\$ 0.00	\$2,946.99	
Less Interim Claim								\$0.00
Less Purchasing Card								\$2,946.99
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, re

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

Date: Oct 4 2014

I have examined the above expense claim

Date: Nov 5/14