



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Division Manager

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Employee travelled to MTE Consultants located at 520 Bingemans Centre Drive, Kitchener, Ontario N2B 3X9 on October 16th & 17th 2014 to attend a meeting regarding the Parkhill West Sewage Pumping Station and 400 Plastics Road.

Other Comments:

The employee stayed with a relative the evening of October 16th and travelled back to MTE on October 17th to attend a meeting regarding the Phase I & Phase II ESA for 400 Plastics Road.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 16/14	Oct 17						
Transportation:								
Personal Auto	242.25 km	242.25 km	0.00 km	0.00 km	0.00 km			
61 cents/km	\$ 147.77	\$ 147.77	\$ 0.00	\$ 0.00	\$ 0.00		\$ 295.54	
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:	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 30.00	
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	\$ 177.77	\$ 147.77	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 325.54	
Less Interim Claim								\$0.00
Less Purchasing Card								\$0.00
BALANCE PAYABLE (to Claimant)								\$ 325.54

Recoverable: yes no If yes, recover

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

Date: Oct. 21 / 14

I have examined the above expense claim and find it valid.

Date: October 24, 2014