



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: EPD Electrician

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

On Monday October 20, 2014 the employee travelled to 40 Bramtree Court, Brampton, ON L6S 5Z7 to attend the Factory Talk View Me CV209 training course that was being offered by Rockwell Automation on October 21st & October 22nd.

Other Comments:

The registration cost of \$1214.00 was previously paid by PO#37810 and is not included in this total. The employee travelled in his own vehicle.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 20/14	Oct 21/14	Oct 22/14					
Transportation:								
Personal Auto 61 cents/km	163.00 km \$ 99.43	7.40 km \$ 4.51	159.20 km \$ 97.11	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 201.05	
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:	\$97.07	\$97.07	\$0.00	\$0.00	\$0.00	\$0.00	\$ 194.14	
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	\$32.51	\$36.59	\$0.00	\$0.00	\$0.00	\$0.00	\$ 69.10	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 229.01	\$ 138.17	\$ 97.11	\$ 0.00	\$ 0.00	\$ 0.00	\$ 464.29	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$263.24	
BALANCE PAYABLE (to Claimant)							\$ 201.05	

Recoverable: yes no If yes, rec

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

Date: Oct 29

I have examined the above expense claim :

Date: NOV 3/14