



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Property Maintenance Coordinator

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

Reliable Operator Training in Missassauga, On November 24 and 25, 2014

**Other Comments:**

407 ETR charge

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Nov 24						
<b>Transportation:</b>							
Personal Auto 61 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 407	23.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 23.54
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Meals:</b> - 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
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 23.54	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23.54
Less Interim Claim							\$0.00
Less Purchasing Card							23.54
<b>BALANCE PAYABLE (to Claimant)</b>							\$ 0.00

Recoverable: yes  no  If yes, re

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

Date: Jan 9, 2015

I have examined the above expense claim

Date: Jan 18, 15



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Property Maintenance Coordinator

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

Reliable Operator Training, Delta Meadowvale Mississauga, November 25, 2014

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 18/14	Nov 24/14	Nov 25/14					
<b>Transportation:</b>								
Personal Auto 61 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	\$157.62	\$0.00	\$0.00	\$0.00	\$ 157.62	
- 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	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$242.45	\$0.00	\$41.55	\$0.00	\$0.00	\$0.00	\$ 284.00	
<b>Meals:</b> - 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	18.19	\$0.00	\$0.00	\$0.00	\$0.00	\$ 18.19	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 242.45	\$ 18.19	\$ 199.17	\$ 0.00	\$ 0.00	\$ 0.00	\$ 459.81	
Less Interim Claim								\$0.00
Less Purchasing Card								\$459.81
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00

Recoverable: yes  no  If yes, rec

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

Date: Dec 15 2014

I have examined the above expense claim :

Date: Dec 15/14