



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 on Mississauga on February 19, 2015 to attend a meeting regarding the "Factory Acceptance Test" for the new SCADA computer system being held at 9:00am on February 20, 2015 at Summa Engineering located at 6423 Northham Drive, Mississauga, ON L4V 1J2.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Feb 19/15	Feb 20/15						
Transportation:								
Personal Auto 51.4 cents/km	146.00 km \$ 75.04	146.00 km \$ 75.04	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 150.08	
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:	\$148.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 148.03	
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	\$ 223.07	\$ 75.04	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 298.11	
Less Interim Claim								\$0.00
Less Purchasing Card								\$148.03
BALANCE PAYABLE (to Claimant)								\$ 150.08
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from								

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

Date: Feb 26/15

I have examined the above expense claim

Date: March 2/15