



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 July 21, 2015 to attend a meeting regarding the "Factory Acceptance Test" for the new SCADA computer system being held at 9:00am on July 22, 2015 at Summa Engineering located at 6423 Northham Drive, Mississauga, ON L4V 1J2.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jul 21/15	Jul 22/15						
Transportation:								
Personal Auto 58.6 cents/km	149.00 km \$ 87.31	149.00 km \$ 87.31	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 174.62	
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:	\$111.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 111.87	
Meals: - Breakfast	\$0.00	\$3.84	\$0.00	\$0.00	\$0.00	\$0.00	\$ 3.84	
- Lunch	\$0.00	\$9.80	\$0.00	\$0.00	\$0.00	\$0.00	\$ 9.80	
- Dinner	\$18.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 18.28	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 217.46	\$ 100.95	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 318.41	
Less Interim Claim								\$0.00
Less Purchasing Card								\$130.15
BALANCE PAYABLE (to Claimant)								\$ 188.26

Recoverable: yes no If yes, re

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

Date: July 22/15

I have examined the above expense claim

Date: July 23/15