



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Operation Manager - Transit

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Nova Bus Plant, Laval Quebec Aug 25-27, 2015 to Inspect 3 new buses

Other Comments:

Expenses for: Operation Manager and Supervisor Transit, Mechanic Foreman and Fleet Supervisor Public Works

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Aug 25/15	Aug 26/15	Aug 27/15					
Transportation:								
Personal Auto 58.6 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	\$179.20	\$0.00	\$0.00	\$0.00	\$ 179.20	
- 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 Gas	\$0.00	\$70.02	\$0.00	\$0.00	\$0.00	\$0.00	\$ 70.02	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$0.00	\$558.96	\$0.00	\$0.00	\$0.00	\$0.00	\$ 558.96	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$9.92	\$113.32	\$0.00	\$0.00	\$0.00	\$0.00	\$ 123.24	
- Dinner	\$0.00	\$9.01	\$0.00	\$0.00	\$0.00	\$0.00	\$ 9.01	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 9.92	\$ 751.31	\$ 179.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 940.43	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$940.43	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no If yes, rec

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

Date: SEPT 29, 2015

I have examined the above expense claim a

Date: Oct 6/2015