



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

WWTP Operator 4

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Employee attended the Joint Health and Safety Committee Member Basic Certification course which was offered on Septmeber 1, 2015 and Septmeber 2, 2015 at the Richmond Hill Country Club, located at 8905 Bathurst Street, Richmond Hill, Ontario L4C 0H4.

Other Comments:

Registration was paid previously on interim claim. The employee travelled in their personal vechicle and drove to and from the course each day from the hotel. Breakfast was included in the cost of the hotel and lunch was provided at the course.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jul 07/15	Aug 31/15	Sep 01/15					
Transportation:								
Personal Auto 58.6 cents/km	0.00 km \$ 0.00	124.00 km \$ 72.66	31.00 km \$ 18.17	132.00 km \$ 77.35	0.00 km \$ 0.00		\$ 168.18	
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:	\$452.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 452.00	
Accommodation:	\$0.00	\$155.94	\$155.94	\$0.00	\$0.00	\$0.00	\$ 311.88	
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	\$20.00	\$20.00	\$0.00	\$0.00	\$0.00	\$ 40.00	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 452.00	\$ 248.60	\$ 194.11	\$ 77.35	\$ 0.00	\$ 0.00	\$ 972.06	
Less Interim Claim							\$452.00	
Less Purchasing Card							\$311.88	
BALANCE PAYABLE (to Claimant)							\$ 208.18	
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from								

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

Date: Sept 9/2015

I have examined the above expense claim and

Date: Sept - 9/2015