



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Division Manager

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

The employee travelled Kitchener on Sunday, October 25/15 to attend a 9:00 am meeting regarding the ECA Burnham/Monaghan SPS project on Monday, October 26/15 at MTE Consultants Inc., located at 520 Bingemans Centre Dr., Kitchener, ON N2B 3X9

Other Comments:

Breakfast was included with the cost of the hotel.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 25/15	Oct 26/15						
Transportation:								
Personal Auto 53.3 cents/km	230.00 km \$ 122.59	230.00 km \$ 122.59	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 245.18	
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:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$0.00	\$145.77	\$0.00	\$0.00	\$0.00	\$0.00	\$ 145.77	
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	\$ 122.59	\$ 268.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 390.95	
Less Interim Claim								\$0.00
Less Purchasing Card								\$145.77
BALANCE PAYABLE (to Claimant)								\$ 245.18
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from								