



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Transit Operations Manager

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

Nova Bus Plant, St Eustace, Quebec-Pre Delivery Inspection Nov 18-19. 2015

**Other Comments:**

Attended by Transit Operations Manager, Transit Operations Supervisor, Public Works Assistant Manager Fleet Services, Foreman Fleet Services.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Nov 18/15	Nov 19/15	Nov 19/15				
<b>Transportation:</b>							
Personal Auto 53.3 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	\$119.46	\$0.00	\$0.00	\$0.00	\$ 119.46
- 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	\$76.19	\$57.89	\$0.00	\$0.00	\$0.00	\$ 134.08
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Accommodation:</b>	\$0.00	\$0.00	\$587.40	\$0.00	\$0.00	\$0.00	\$ 587.40
<b>Meals:</b> - Breakfast	\$21.74	\$37.80	\$0.00	\$0.00	\$0.00	\$0.00	\$ 59.54
- Lunch	\$9.70	\$45.99	\$0.00	\$0.00	\$0.00	\$0.00	\$ 55.69
- Dinner	\$178.50	\$35.20	\$0.00	\$0.00	\$0.00	\$0.00	\$ 213.70
<b>Other – Specify:</b> <b>Ferry Charge</b>	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 20.00
<b>TOTALS</b>	\$ 219.94	\$ 205.18	\$ 764.75	\$ 0.00	\$ 0.00	\$ 0.00	\$1,189.87
Less Interim Claim							\$0.00
Less Purchasing Card							\$1,169.87
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 20.00</b>
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from							

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

Date: 12/07/15

I have examined the above expense claim and it is correct.

Date: 12/09/15