



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 January 5, 2015 to attend a meeting regarding the "Factory Acceptance Test" for the new SCADA computer system being held at 8:00am on January 22, 2016 at Summa Engineering located at 6423 Northham Drive, Mississauga, ON L4V 1J2.

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 05/16	Jan 06/16						
<b>Transportation:</b>								
Personal Auto 52.9 cents/km	153.00 km \$ 80.94	153.00 km \$ 80.94	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 161.88	
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	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$111.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 111.87	
<b>Meals:</b> - Breakfast	\$0.00	\$5.87	\$0.00	\$0.00	\$0.00	\$0.00	\$ 5.87	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$46.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 46.29	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 239.10	\$ 86.81	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 325.91	
Less Interim Claim								\$0.00
Less Purchasing Card								\$158.16
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 167.75</b>
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from								

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

Date: Jan 8, 2016

I have examined the above expense claim

Date: Jan 8 / 16