



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Manager Environmental Protection

This is an interim claim:  first:  second:

This is a final claim:

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

Design meeting with MTE staff for ECA and back-up power at Monaghan Rd. and Burnham Pt. Sewage Pump Stations. MTE Head office, 520 Bingemans Centre Dr., Kitchener, ON. N2B 3X9. Jan.31 - Feb. 1, 2016

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Jan 31/16						
<b>Transportation:</b>							
Personal Auto 52.9 cents/km	460.00 km \$ 243.34	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 243.34
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>	\$157.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 157.07
<b>Meals:</b> - 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
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 400.41	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.41
Less Interim Claim							\$0.00
Less Purchasing Card							\$157.07
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 243.34</b>

Recoverable: yes  no  If yes, recd

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

Date: Feb-2/2016

I have examined the above expense claim at

Date: March 16, 2016