



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: WWTP Operator

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

was required to complete his WSIB JHSC Part B training before March 1st.
 Training was at the Donald Gordan Centre, 421 Union St., Kingston K7L 3N6 on February 24-25th, 2016
 I is the Local 504 Health and Safety Representative at the WWTP, Environmental Protection Division.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Feb 23/16	Feb 24/16	Feb 25/16					
Transportation:								
Personal Auto 52.9 cents/km	212.5 km \$ 112.41	0.00 km \$ 0.00	212.50 km \$ 112.41	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 224.82	
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:	\$152.56	\$152.56	\$0.00	\$0.00	\$0.00	\$0.00	\$ 305.12	
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	\$20.33	\$29.36	\$0.00	\$0.00	\$0.00	\$0.00	\$ 49.69	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 285.30	\$ 181.92	\$ 112.41	\$ 0.00	\$ 0.00	\$ 0.00	\$ 579.63	
Less Interim Claim								\$0.00
Less Purchasing Card								\$305.12
BALANCE PAYABLE (to Claimant)								\$ 274.51
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: March 1, 2016

I have examined the above expense claim and find it valid.