



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Wastewater Collections Foreman**

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Employee travelled on Sunday, March 20, 2016 to Loyalist College, located at Wallbridge-Loyalist Road, P.O. Box 4200, Belleville, Ontario K8N 5B9 to attend a Coaching Skills Level 1 educational course; the course was a two day course.

Other Comments:

Lunch and parking was included in the registration fee for both days of the course.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 20/16	Mar 21/16	Mar 22/16					
Transportation:								
Personal Auto 52.9 cents/km	150.50 km \$ 79.61	0.00 km \$ 0.00	150.50 km \$ 79.61	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 159.22	
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:	\$1,015.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,015.87	
Accommodation:	\$183.26	\$183.26	\$0.00	\$0.00	\$0.00	\$0.00	\$ 366.52	
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	\$17.72	\$0.00	\$0.00	\$0.00	\$0.00	\$ 17.72	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$1,278.74	\$ 200.98	\$ 79.61	\$ 0.00	\$ 0.00	\$ 0.00	\$1,559.33	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$1,382.39	
BALANCE PAYABLE (to Claimant)							\$ 176.94	

Recoverable: yes no If yes, recov

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

Date: APRIL 4/16

I have examined the above expense claim and

Date: APR. 4/16