



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 attended the Professional Operator WWT course being held at the Best Western located at 300 Prince Charles Drive South, Welland, Ontario from August 29, 2016 to September 2, 2016.

Other Comments:

There were no expenses for accommodations or dinners; the employee stayed at their residence located a short distance away from the course location.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Aug 29/16	Aug 30/16	Aug 31/16	Sep 01/16	Sep 02/16			
Transportation:								
Personal Auto 54.3 cents/km	298.00 km \$ 161.81	37.80 km \$ 20.53	37.80 km \$ 20.53	37.80 km \$ 20.53	412.00 km \$ 223.72		\$ 447.12	
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:	\$1504.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,504.50	
Accommodation:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$7.33	\$10.68	\$9.84	\$18.67	\$0.00	\$0.00	\$ 46.52	
- Dinner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$1,673.64	\$ 31.21	\$ 30.37	\$ 39.20	\$ 223.72	\$ 0.00	\$1,998.14	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,523.17
BALANCE PAYABLE (to Claimant)								\$ 474.97

Recoverable: yes no If yes, recov

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

Date: Sept 7/16

I have examined the above expense claim and

Date: Sept 8/16