



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Transit Operations Supervisor**

This is an interim claim:  first:  second:

This is a final claim:

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

Pre Delivery Inspection of Buses, Nova Bus Plant, St Eustace, Quebec Sept 13, 14<sup>th</sup>, 2016

**Other Comments:**

Attended by Transit Manager, Transit Operation Supervisor, PW Assistant Manager Fleet Services & PW Foreman Fleet Services

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 13/16	Sep 14/16						
<b>Transportation:</b>								
Personal Auto 54.3 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 0.00	
Rental Vehicle	\$119.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 119.55	
- 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 Gas	\$65.26	\$60.02	\$0.00	\$0.00	\$0.00	\$0.00	\$ 125.28	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$587.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 587.40	
<b>Meals:</b> - Breakfast	\$29.51	\$29.96	\$0.00	\$0.00	\$0.00	\$0.00	\$ 59.47	
- Lunch	\$0.00	\$77.02	\$0.00	\$0.00	\$0.00	\$0.00	\$ 77.02	
- Dinner	\$156.02	\$9.56	\$0.00	\$0.00	\$0.00	\$0.00	\$ 165.58	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 957.74	\$ 176.56	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,134.30	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,134.30
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00

Recoverable: yes  no  If yes, rec

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

Date: Sept. 21/16

I have examined the above expense claim and  
Date: \_\_\_\_\_



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Transit Operations Supervisor**

This is an interim claim:  first:  second:  This is a final claim:

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

Pre Delivery Inspection of Buses, Nova Bus Plant, St Eustace, Quebec Sept 13, 14<sup>th</sup>, 2016

**Other Comments:**

Attended by Transit Manager, Transit Operation Supervisor, PW Assistant Manager Fleet Services & PW Foreman Fleet Services

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 13/16	Sep 14/16						
<b>Transportation:</b>								
Personal Auto 54.3 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 0.00	
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 Ferry Ride	\$11.00	\$11.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 22.00	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$34.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 34.86	
- 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>	\$ 45.86	\$ 11.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 56.86	
Less Interim Claim								\$0.00
Less Purchasing Card								
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 56.86</b>

Recoverable: yes  no  If yes, reco \_\_\_\_\_

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

Date: SEPT 21/16

I have examined the above expense claim an

Date: SEPT 21/16