



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Transit Operation Supervisors

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

**PURPOSE, LOCATION, AND DATE(S):**  
RouteMatch Training in Atlanta, GA for 2 Transit Operation Supervisors Oct 2-6, 2016

**Other Comments:**  
Training in US- exchange rate calculated as required

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 02/16	Oct 03/16	Oct 06/16					
<b>Transportation:</b>								
Personal Auto 53.9 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	<sup>COV</sup> \$135.00	\$0.00	\$0.00	\$0.00	\$ 135.00	
- 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 taxi	\$0.00	\$43.50	\$44.00	\$0.00	\$0.00	\$30.87	\$ 118.37	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$1,415.04	\$0.00	\$0.00	\$516.14	\$1,931.18	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$7.49	\$0.00	\$0.00	\$2.68	\$ 10.17	
- 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> <b>Airport baggage fee</b>	<sup>COV</sup> \$52.50	\$0.00	\$50.00	\$0.00	\$0.00	\$18.23	\$ 120.73	
<b>TOTALS</b>	\$ 52.50	\$ 43.50	\$1,651.53	\$ 0.00	\$ 0.00	\$ 567.92	\$2,315.45	
Less Interim Claim								\$0.00
Less Purchasing Card								\$2,315.45
<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: Nov 8/16

I have examined the above expense claim and  
Date: Nov 16/16



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Transit Operation Supervisors**

This is an interim claim:  first:  second:

This is a final claim:

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

RouteMatch Training in Atlanta, GA for 2 Transit Operation Supervisors Oct 2-6, 2016

**Other Comments:**

Flight booked Aug 22<sup>nd</sup>, 2016

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Oct 02/16						
<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	\$553.22	\$553.22	\$0.00	\$0.00	\$0.00	\$0.00	\$1,106.44
- Other Flighthub guarantee	\$39.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 39.98
<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	\$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>	\$ 593.20	\$ 553.22	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,146.42
Less Interim Claim							\$0.00
Less Purchasing Card							\$1,146.42
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 0.00</b>

Recoverable: yes  no  If yes, rec:

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

Date: Aug 30/16

I have examined the above expense claim a

Date: 01/09/16



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Transit Operation Supervisors

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

**PURPOSE, LOCATION, AND DATE(S):**  
RouteMatch Training in Atlanta, GA for 2 Transit Operation Supervisors Oct 2-6, 2016

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 5/16							
<b>Transportation:</b>								
Personal Auto 53.9 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	\$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>	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$35.62	\$0.00	\$0.00	\$0.00	\$0.00	\$9.44	\$ 45.06	
<b>Other – Specify:</b> <b>Exchange rate</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 35.62	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9.44	\$ 45.06	
Less Interim Claim								<b>\$0.00</b>
Less Purchasing Card								
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 45.06</b>

Recoverable: yes  no  If yes, rec

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

Date: Nov 8/16

I have examined the above expense claim and it is correct.

Date: Nov 8/16