



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **WWTP Foreman**

This is an interim claim:  first:  second:

This is a final claim:

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

Three employee's travelled to Benshaw Canada, located at 550 Bright Street East, Listowel, Ontario N4W 3W3 on Monday, March 6, 2017 to attend the Benshaw Soft Start two day training course.

**Other Comments:**

Employee's travelled together in one of the employee's personal vehicle. Accommodations and breakfast for one day are for all three employees; the WWTP Foreman and the two WWTP Electricians. The mileage claim is on the driver's Hospitality Expense Claim Form, as well as the second days breakfast; all other meals were included in the course.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 06/17	Mar 07/17						
<b>Transportation:</b>								
Personal Auto 56.0 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>	\$389.85	\$389.85	\$0.00	\$0.00	\$0.00	\$0.00	\$ 779.70	
<b>Meals:</b> - Breakfast	\$0.00	\$18.04	\$0.00	\$0.00	\$0.00	\$0.00	\$ 18.04	
- 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>	\$ 389.85	\$ 407.89	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 797.74	
Less Interim Claim								\$0.00
Less Purchasing Card								\$797.74
<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: MAR 13/17

I have examined the above expense claim a



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **WWTP Electrician**

This is an interim claim:  first:  second:

This is a final claim:

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

Three employee's travelled to Benshaw Canada, located at 550 Bright Street East, Listowel, Ontario N4W 3W3 on Monday, March 6, 2017 to attend the Benshaw Soft Start two day training course.

**Other Comments:**

Employee's travelled together in one employee's personal vehicle. Accommodations were paid by senior employee's purchasing card, as well as one days breakfast. This breakfast claim is for the second day for all three employee's; the WWTP Foreman and the two WWTP Electricians,

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 06/17	Mar 07/17	Mar 08/17					
<b>Transportation:</b>								
Personal Auto 56.0 cents/km	276.00 km \$ 154.56	11.00 km \$ 6.16	282.00 km \$ 157.92	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 318.64	
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	\$15.55	\$0.00	\$0.00	\$0.00	\$ 15.55	
- 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>	\$ 154.56	\$ 6.16	\$ 173.47	\$ 0.00	\$ 0.00	\$ 0.00	\$ 334.19	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$15.55	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 318.64</b>	

Recoverable: yes  no  If yes,

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

Date: MARCH 13/17