



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Supervisor of Wastewater Treatment

This is an interim claim:

first:

second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Employee traveled in their personal vehicle on Monday, October 23/17 to the Best Western located at 808 Mount Pleasant Rd., Toronto, ON to attend the Ontario Utility Management Forum 2017 which was being held on Tuesday, October 24/17 at the Toronto Botanical Gardens, located at 777 Lawrence Ave. E, North York, ON.

Other Comments:

Breakfast was included in the cost of the hotel and lunch was included in the registration cost.
Registration was paid with a corporate Visa in August.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 23/17	Oct 24/17						
Transportation:								
Personal Auto 55.6 cents/km	127.00 km \$ 70.61	133.30 km \$ 74.11	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 144.72	
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 Fuel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Registration:	\$98.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 98.31	
Accommodation:	\$0.00	\$203.39	\$0.00	\$0.00	\$0.00	\$0.00	\$ 203.39	
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	\$30.67	\$21.70	\$0.00	\$0.00	\$0.00	\$0.00	\$ 52.37	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 199.59	\$ 299.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 498.79	
Less Interim Claim								\$0.00
Less Purchasing Card								\$354.07
BALANCE PAYABLE (to Claimant)								\$ 144.72

Recoverable: yes no If yes, rec

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

Date: Nov 2/17