



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Waste Diversion Section Manager

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Textile Symposium, November 7th and 8th, 2017 Markham, ON

Other Comments:

Registration of \$135.59 was paid by cheque request

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Nov 07/17						
Transportation:							
Personal Auto 55.6 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	\$81.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 81.22
- 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 I	\$24.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 24.00
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Accommodation:	\$118.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 118.54
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Other - Specify: 407 cost	\$21.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 21.47
TOTALS	\$ 245.23	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 245.23
Less Interim Claim							\$0.00
Less Purchasing Card							\$223.76
BALANCE PAYABLE (to Claimant)							\$ 21.47

Recoverable: yes no If yes, recd

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

Date: December 5, 2017

I have examined the above expense claim at

Date: December 6, 2017