



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Property & Energy Manager

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

PURPOSE, LOCATION, AND DATE(S):

Certified RETScreen Expert Course, Toronto November 21 - 23, 2017

Other Comments:

| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS | |
|--------------------------------------|-----------------------|--------------------|--------------------|-----------------------|--------------------|---------------------|------------|------------------|
| DATES (mmm dd/yy) | Nov 20/17 | Nov 21/17 | Nov 22/17 | Nov 23/17 | | | | |
| Transportation: | | | | | | | | |
| Personal Auto 55.6 cents/km | 140.00 km \$ 77.84 | 0.00 km \$ 0.00 | 0.00 km \$ 0.00 | 140.00 km \$ 77.84 | 0.00 km \$ 0.00 | | \$ 155.68 | |
| Rental Vehicle | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Parking | \$34.16 | \$34.16 | \$34.16 | \$0.00 | \$0.00 | \$0.00 | \$ 102.48 | |
| - 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 | |
| Registration: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Accommodation: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Meals: - Breakfast | \$0.00 | \$0.00 | \$20.00 | \$20.00 | \$0.00 | \$0.00 | \$ 40.00 | |
| - Lunch | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| - Dinner | \$0.00 | \$20.00 | \$25.00 | \$0.00 | \$0.00 | \$0.00 | \$ 45.00 | |
| Other – Specify: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| TOTALS | \$ 112.00 | \$ 54.16 | \$ 79.16 | \$ 97.84 | \$ 0.00 | \$ 0.00 | \$ 343.16 | |
| Less Interim Claim | | | | | | | | \$0.00 |
| Less Purchasing Card | | | | | | | | 187.48 |
| BALANCE PAYABLE (to Claimant) | | | | | | | | \$ 155.68 |

Recoverable: yes no If yes, re

I hereby certify that all the above expendi for purposes stated above.

Date: _____

I have examined the above expense claim

Date: Nov 28 17



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| EXPENSES | | | | | | Foreign Exchange \$ | CDN TOTALS | |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|----------------|
| DATES (mmm dd/yy) | Oct 09/17 | | | | | | | |
| 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 | \$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 | |
| Registration: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| Accommodation: | \$669.48 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 669.48 | |
| 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: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 0.00 | |
| TOTALS | \$ 669.48 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 669.48 | |
| Less Interim Claim | | | | | | | | \$0.00 |
| Less Purchasing Card | | | | | | | | \$669.48 |
| BALANCE PAYABLE (to Claimant) | | | | | | | | \$ 0.00 |

Recoverable: yes no If yes, recd

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

Date: 10/

I have examined the above expense claim a

Date: Nov 20/17