



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 travelled on January 23, 2018 to the Skyway Wastewater Treatment Plant located at 1125 Lakeshore Rd. Burlington, ON to attend a tour of their facility as part of the conference tour. The employee then carried on to the Sheraton Hamilton Hotel located at 116 King St. West Hamilton, ON L8P4V3. On January 24, 2018 the employee attended the Wastewater Connect Conference at the Sheraton Hamilton Hotel. On January 25, 2018 the employee then travelled to 368 Millpark Dr. Cambridge, ON to the Cambridge Wastewater Treatment Plant to view the Valmet Drive Solids Analyzer.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 23/18		Jan 25/18					
Transportation:								
Personal Auto 58.7 cents/km	199.00 km \$ 116.81	0.00 km \$ 0.00	274.00 km \$ 160.84	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 277.65	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$14.13	\$0.00	\$14.13	\$0.00	\$0.00	\$0.00	\$ 28.26	
- 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:	\$333.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 333.35	
Accommodation:	\$196.03	\$0.00	\$196.03	\$0.00	\$0.00	\$0.00	\$ 392.06	
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$26.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 26.47	
- Dinner	\$37.38	\$33.97	\$0.00	\$0.00	\$0.00	\$0.00	\$ 71.35	
Other – Specify:	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 10.00	
TOTALS	\$ 724.17	\$ 43.97	\$ 371.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,139.14	
Less Interim Claim								\$0.00
Less Purchasing Card								\$861.49
BALANCE PAYABLE (to Claimant)								\$ 277.65

Recoverable: yes no If yes, rec

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

1 *o/s*