



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Transit Operation Supervisor

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Inspection of 5 new Para-Transit Vans at Overland Coach, Thornhill ON, January 31, 2018

Other Comments:

Attended by
Transit Operations Supervisor and PW Assistant Manager Fleet Services

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 31/18	Jan 31/18						
Transportation:								
Personal Auto 58.7 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	\$59.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 59.82	
- 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	\$75.00	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 110.00	
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	\$13.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 13.96	
- Lunch	\$59.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 59.08	
- 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	\$ 207.86	\$ 35.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 242.86	
Less Interim Claim								\$0.00
Less Purchasing Card								\$242.86
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, recoverable from

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

Date: Feb 5/2018

I have examined the above expense claim and

Date: Feb 8/2018