



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Asset Management Administrator**

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

To attend the CATT conference on the State of Practice Review for Infrastructure Asset Management Systems. The conference occurred on Feb 7, 2018 in Mississauga. Conference also provided 0.7 CEU towards maintaining professional certification.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 06/18	Feb 06/18	Feb 07/18					
Transportation:								
Personal Auto	km	166.00 km	166.00 km	km	0.00 km			
58.7 cents/km	\$ 0.00	\$ 97.44	\$ 97.44	\$ 0.00	\$ 0.00		\$ 194.88	
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:	\$536.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 536.75	
Accommodation:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
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	\$ 536.75	\$ 97.44	\$ 97.44	\$ 0.00	\$ 0.00	\$ 0.00	\$ 731.63	
Less Interim Claim								\$0.00
Less Purchasing Card								\$536.75
BALANCE PAYABLE (to Claimant)								\$ 194.88

Recoverable: yes no If yes, rec

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

Date: Feb 13 2018

I have examined the above expense claim and

Jan 12 2018