



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Supervisor of Facilities Maintenance Programs

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

Work order system training, Oakville, 03 20 2018

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 19/18	Mar 20/18						
<b>Transportation:</b>								
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	\$51.91	\$51.91	\$0.00	\$0.00	\$0.00	\$0.00	\$ 103.82	
- Parking	\$0.00	\$8.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 8.00	
- 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	\$73.24	\$0.00	\$0.00	\$0.00	\$0.00	\$ 73.24	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$0.00	\$33.26	\$0.00	\$0.00	\$0.00	\$0.00	\$ 33.26	
- Dinner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 51.91	\$ 166.41	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 218.32	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$218.32	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 0.00</b>	

Recoverable: yes  no  If yes, re

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

Date: March 23, 2018

I have examined the above expense claim

Date: March 23, 2018