



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):

Three employees travelled together on April 15, 2018 to attend the 2018 WEAO Conference which was being held at the DoubleTree by Hilton London, 300 York Street, London, ON N6B 1P8 from April 16, 2018 to April 18, 2018.

Other Comments:

Lunch and dinners were included in the cost of registration except for April 15, 2018, the day that the employees travelled on. The dinner charge was for all three employees. Registration was paid previously on a city Visa card.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 02/18	Apr 15/18	Apr 16/18	Apr 17/18	Apr 18/18			
Transportation:								
Personal Auto 61.3 cents/km	0.00 km \$ 0.00	320.00 km \$ 196.16	0.00 km \$ 0.00	0.00 km \$ 0.00	320.00 km \$ 196.16		\$ 392.32	
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:	\$830.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 830.55	
Accommodation:	\$0.00	\$169.50	\$169.50	\$169.50	\$0.00	\$0.00	\$ 508.50	
Meals: - Breakfast	\$0.00	\$0.00	\$16.89	\$0.00	\$0.00	\$0.00	\$ 16.89	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$0.00	\$68.87	\$0.00	\$0.00	\$0.00	\$0.00	\$ 68.87	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 830.55	\$ 434.53	\$ 186.39	\$ 169.50	\$ 196.16	\$ 0.00	\$1,817.13	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,424.81
BALANCE PAYABLE (to Claimant)								\$ 392.32

Recoverable: yes no If yes, rec

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

Date: April 24/18

I have examined the above expense claim :

Date: Mar 3 2018



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Chief Chemist.

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

PURPOSE, LOCATION, AND DATE(S):

Water Environment Association of Ontario Conference and Technical Sessions April 15-18 2018, London, ON

Other Comments:

Registration for Chief Chemist and Chief Environmental Officer

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 12/18							
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	\$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:	\$830.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 830.55	
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	\$ 830.55	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 830.55	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$830.55	
BALANCE PAYABLE (to Claimant)							\$ 0.00	

Recoverable: yes no If yes, re

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

Date: 2018-02-14

I have examined the above expense claim
Date: February 16, 2018