



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Maintenance Coordinator

This is an interim claim:  first:  second:

This is a final claim:

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

Four employees travelled together on April 19, 2018 to attend the training course "An Introduction to CSA", being offered by the Electrical Safety Authority. The training was being held at the Homewood Suites By Hilton, located at 50 Bodrington Ct, Markham ON L6G 1A9

**Other Comments:**

Registration for the course was paid previously on the supervisors purchasing card.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 19/18	Apr 20/18						
<b>Transportation:</b>								
Personal Auto 61.3 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	\$171.62	\$0.00	\$0.00	\$0.00	\$0.00	\$ 171.62	
- 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	\$51.42	\$0.00	\$0.00	\$0.00	\$0.00	\$ 51.42	
<b>Registration:</b>	\$2,029.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,029.48	
<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	\$110.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 110.31	
- 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>	\$2,139.79	\$ 223.04	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$2,362.83	
Less Interim Claim								\$2,029.48
Less Purchasing Card								\$333.35
<b>BALANCE PAYABLE (to Claimant)</b>								<b>(\$ 0.00)</b>

Recoverable: yes  no  If yes, r

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

Date: MAY 8/18

I have examined the above expense claim