



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Wastewater Collection Foreman**

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

PURPOSE, LOCATION, AND DATE(S):

Employee traveled in his personal vehicle to the Loyalist Training & Knowledge Centre located at Loyalist College, P.O. Box 4200, Bellville, ON K8N 5B9 on June 12, 2018 to attend the two day 3A's Level 1 training course.

Other Comments:

Registration was paid with the supervisor's corporate Visa card, all other charges are on the employee's corporate Visa card.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jun 12/18							
Transportation:								
Personal Auto 61.3 cents/km	252.00 km \$ 154.48	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 154.48	
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:	\$1,015.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,015.87	
Accommodation:	\$229.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 229.37	
Meals: - Breakfast	\$7.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 7.22	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$39.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 39.54	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$1,446.48	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,446.48	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,292.00
BALANCE PAYABLE (to Claimant)								\$ 154.48

Recoverable: yes no If yes, recov

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

Date: June 19/18

I have examined the above expense claim and