



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Wastewater Treatment Supervisor

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Employee travelled in his personal vehicle on September 18/18 to the Niagra Fallsview Marriott Hotel, located at 6740 Fallsview Blvd. Niagra ON L2G 3W6 to attend a training course that was being offered from September 18/18 to September 21/18 by the Environmental Training Institute, located at 273 Canboro Rd. RR1 Ridgeville, ON L0S 1M0

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sept 18/18	Sep 19/18	Sep 20/18	Sep 21/18				
Transportation:								
Personal Auto 63.5 cents/km	261.00 km \$ 165.74	282.00 km \$ 179.07	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 344.81	
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:	\$1,699.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,699.20	
Accommodation:	\$466.56	\$342.19	\$425.11	\$0.00	\$0.00	\$0.00	\$1,233.86	
Meals: - Breakfast	\$0.00	\$21.43	\$7.45	\$9.70	\$0.00	\$0.00	\$ 38.58	
- Lunch	\$0.00	\$14.92	\$17.29	\$30.19	\$0.00	\$0.00	\$ 62.40	
- Dinner	\$30.76	\$41.00	\$66.65	\$0.00	\$0.00	\$0.00	\$ 138.41	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$2,362.26	\$ 598.61	\$ 516.50	\$ 39.89	\$ 0.00	\$ 0.00	\$3,517.26	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$3,172.45	
BALANCE PAYABLE (to Claimant)							\$ 344.81	

Recoverable: yes no If yes, recov

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

Date: Sept 28/18

I have examined the above expense claim and

Date: 7/18/10-01