



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):

Two employees travelled on Tuesday, October 2, 2018 to attend a Boilers and Pressure Vessels training course that was being offered by Technical Standards and Safety Act (TSSA) at their headquarters, which is located at 345 Carlingview Dr. Etobicoke, Ontario

Other Comments:

Employee's travelled on Highway 407 in a personal vehicle, to allow them to arrive at the 8:00 am start; this saved the cost of travelling the night before and staying in a hotel. Registration was paid previously on a corporate purchasing card and lunches were provided within the registration fee.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 02/18							
Transportation:								
Personal Auto 63.5 cents/km	286.00 km \$ 181.61	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 181.61	
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:	\$791.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 791.00	
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: 407 fee	\$78.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 78.93	
TOTALS	\$1,051.54	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,051.54	
Less Interim Claim								\$972.61
Less Purchasing Card								\$78.93
BALANCE PAYABLE (to Claimant)								(\$ 0.00)

Recoverable: yes no If yes, reco

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

Date: Jan 10/19



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DATES (mmm dd/yy)	Oct 02/18							
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TOTALS	\$ 972.61	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 972.61	
Less Interim Claim								\$0.00
Less Purchasing Card								\$791.00
BALANCE PAYABLE (to Claimant)								\$ 181.61
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from								

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: Oct 27/18