



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):**

Employee traveled on October 15, 2018 to attend the Utilites training that the Water Environment Association of Ontario was offering at the Quality Inn Airport West, located at 50 Britannia Rd. E., Mississauga, ON L4Z 2G2 on October 16, 2018.

**Other Comments:**

The cost of the hotel, breakfast and lunch was included in the registration fee.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	July 25/18	Oct 15/18	Oct 16/18					
<b>Transportation:</b>								
Personal Auto 61.7 cents/km	0.00 km \$ 0.00	150.00 km \$ 92.55	150.00 km \$ 92.55	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 185.10	
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	
<b>Registration:</b>	\$282.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 282.50	
<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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$0.00	\$31.16	\$0.00	\$0.00	\$0.00	\$0.00	\$ 31.16	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 282.50	\$ 123.71	\$ 92.55	\$ 0.00	\$ 0.00	\$ 0.00	\$ 498.76	
Less Interim Claim							<b>\$282.50</b>	
Less Purchasing Card							<b>\$31.16</b>	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 185.10</b>	

Recoverable: yes  no  If yes, re

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

Date: Oct 22/18

I have examined the above expense claim :

*David L. Ah*