



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Manager, Environmental Services**

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

PURPOSE, LOCATION, AND DATE(S):

Employee traveled in personal vehicle on Oct. 22/18 to the Canadian Waste to Resource Conference which was being held at the Beanfield Centre, located at 105 Princess Blvd. Toronto, ON M6K 3C3 from Oct. 23/18 to Oct. 25/18

Other Comments:

Lunch was included in the registration fee

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Oct 22/18	Oct 23/18	Oct 24/18	Oct 25/18			
Transportation:							
Personal Auto 61.7 cents/km	142.00 km \$ 87.61	37.00 km \$ 22.83	60.00 km \$ 37.02	181.00 km \$ 111.68	0.00 km \$ 0.00		\$ 259.14
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Parking	\$0.00	\$24.00	\$15.00	\$15.00	\$0.00	\$0.00	\$ 54.00
- 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:	\$1,124.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,124.35
Accommodation:	\$235.86	\$257.12	\$280.16	\$0.00	\$0.00	\$0.00	\$ 773.14
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	\$21.74	\$18.06	\$0.00	\$0.00	\$0.00	\$ 39.80
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$1,447.82	\$ 325.69	\$ 350.24	\$ 126.68	\$ 0.00	\$ 0.00	\$2,250.43
Less Interim Claim							\$0.00
Less Purchasing Card							\$1,991.29
BALANCE PAYABLE (to Claimant)							\$ 259.14

Recoverable: yes no If yes, r

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

Date: 2018-11-06

I have examined the above expense claim

Date: November 8, 2018