



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 travelled to Elora Ontario to participate in a three plant tour offered by Water Environmentl Association of Ontario (WEAO) to view the Biosolids processing technooogy at other facilities , and then to the Sandman Hotel located at 560 Centennial Parkway north, Hamilton, ON K8E 0G2, for overnight accommdations.

**Other Comments:**

Registration was paid previously on corpoptate purchasing card. Lunch on December 5<sup>th</sup> was included in the registration fee.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Nov 19/18	Dec 04/18	Dec 05/18				
<b>Transportation:</b>							
Personal Auto 61.7 cents/km	0.00 km \$ 0.00	363.00 km \$ 223.97	205.00 km \$ 126.49	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 350.46
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>	\$305.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 305.10
<b>Accommodation:</b>	\$0.00	\$0.00	\$153.61	\$0.00	\$0.00	\$0.00	\$ 153.61
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Lunch	\$0.00	\$16.30	\$0.00	\$0.00	\$0.00	\$0.00	\$ 16.30
- Dinner	\$0.00	\$33.86	\$0.00	\$0.00	\$0.00	\$0.00	\$ 33.86
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 305.10	\$ 274.13	\$ 280.10	\$ 0.00	\$ 0.00	\$ 0.00	\$ 859.33
Less Interim Claim							\$0.00
Less Purchasing Card							\$508.87
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 350.46</b>
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from							

**RECEIVED**  
 DEC 07 2018  
 CHIEF ACCOUNTANT

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: Dec 6/18

I have examined the above expense claim ar