



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):**

Polymer Optimization Training March 18th and 19th 2019. WWTP site visits researching polymer optimization included: Peel Region 1300 Lakeshore Rd. E Mississauga; Halton Region 1125 Lakeshore Rd. Burlington; 2195 N Service Rd W Oakville; Niagara Region 3450 Stanley Ave; and 8925 Chippawa Creek Rd, Niagara Falls.

**Other Comments:**

This is the final claim for this travel expense and includes only the Enterprise 407 toll charges incurred on April 12, 2019.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Apr 12/19						
<b>Transportation:</b>							
Personal Auto 54.2 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 0.00
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 407 Toll	\$111.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 111.08
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 111.08	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 111.08
Less Interim Claim							\$0.00
Less Purchasing Card							\$111.08
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 0.00</b>

Recoverable: yes  no  If yes, recover

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

Date: MAY 13/19

I have examined the above expense claim and



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):**

Polymer Optimization Training March 18th and 19th 2019. WWTP site visits researching polymer optimization included: Peel Region 1300 Lakeshore Rd. E Mississauga; Halton Region 1125 Lakeshore Rd. Burlington; 2195 N Service Rd W Oakville; Niagara Region 3450 Stanley Ave; and 8925 Chippawa Creek Rd, Niagara Falls.

**Other Comments:**

The employees travelled in a rental vehicle. The vehicle rental and gas were paid for on one of the employee's corporate VISA cards. Travelled with the Chief Environmental officer, the Chief Chemist, and the Wastewater Supervisor.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 18/19	Mar 19/19						
<b>Transportation:</b>								
Personal Auto 54.2 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 0.00	
Rental Vehicle	\$60.01	\$60.01	\$0.00	\$0.00	\$0.00	\$0.00	\$ 120.02	
- 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 Gas	\$74.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 74.39	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 134.40	\$ 60.01	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 194.41	
Less Interim Claim							<b>\$194.41</b>	
Less Purchasing Card							<b>\$0.00</b>	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 0.00</b>	

Recoverable: yes  no  If yes, rec

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

Date: April 2/19

I have examined the above expense claim a



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

**JOB TITLE:** Chief Chemist

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

**PURPOSE, LOCATION, AND DATE(S):**

Polymer Optimization Training March 18<sup>th</sup> and 19<sup>th</sup> 2019. WWTP site visits researching polymer optimization included: Peel Region 1300 Lakeshore Rd. E Mississauga; Halton Region 1125 Lakeshore Rd. Burlington; 2195 N Service Rd W Oakville; Niagara Region 3450 Stanley Ave; and 8925 Chippawa Creek Rd, Niagara Falls.

**Other Comments:**

The hotel rental was paid for on one employee's corporate VISA card. Travelled with the Chief Environmental officer, the Wastewater Treatment Supervisor, and the Maintenance Coordinator.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 18/19	Mar 19/19						
<b>Transportation:</b>								
Personal Auto 54.2 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 0.00	
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>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$486.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 486.16	
<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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Other - Specify:</b> Parking	\$28.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 28.25	
<b>TOTALS</b>	\$ 514.41	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 514.41	
Less Interim Claim								\$0.00
Less Purchasing Card								\$514.41
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00

Recoverable: yes  no  If yes, reco

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

Date: 2019-03-26



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):**

Polymer Optimization Training March 18th and 19th 2019. WWTP site visits researching polymer optimization included: Peel Region 1300 Lakeshore Rd. E Mississauga; Halton Region 1125 Lakeshore Rd. Burlington; 2195 N Service Rd W Oakville; Niagara Region 3450 Stanley Ave; and 8925 Chippawa Creek Rd, Niagara Falls.

**Other Comments:**

The employees food was paid for on one employee's corporate VISA card. Travelled with the Chief Environmental officer, the Chief Chemist, and the Maintenance Coordinator.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 18/19	Mar 19/19						
<b>Transportation:</b>								
Personal Auto 54.2 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 0.00	
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>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Meals:</b> - Breakfast	\$0.00	\$18.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 18.00	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$251.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 251.16	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 251.16	\$ 18.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 269.16	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$269.16	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 0.00</b>	

Recoverable: yes  no  If yes, recov

I hereby certify that all the above expenditure:  
purposes stated above.

Date: March 27/19

I have examined the above expense claim on