



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):

The employee travelled to the Deerhurst Resort in Huntsville, ON, to attend the MWA Spring Workshop on May 29 and 30. The workshop was held at The Deerhurst Resort, 1235 Deerhurst Drive, Huntsville ON, P1H 2E8.

Other Comments:

The employee travelled in his own vehicle and stayed at the Resort. No food, gas, or parking expenses.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	May 29/19	May 30/19						
Transportation:								
Personal Auto 58.9 cents/km	211.00 km \$ 124.28	211.00 km \$ 124.28	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 248.56	
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 Gas/Parking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Registration:	\$514.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 514.15	
Accommodation:	\$202.50	\$202.50	\$0.00	\$0.00	\$0.00	\$0.00	\$ 405.00	
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:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 840.93	\$ 326.78	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,167.71	
Less Interim Claim								\$0.00
Less Purchasing Card								\$919.15
BALANCE PAYABLE (to Claimant)								\$ 248.56

Recoverable: yes no If yes, recoverable amount: _____

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

Date: 2019-06-05

I have examined the above expense claim and

MAIA - 01-10