



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):**  
Municipal Lab Group Meeting, 5353 Lakeshore Road, Burlington ON, on September 27, 2019

**Other Comments:**

| EXPENSES                                    |                    |                    |                    |                    |                    | Foreign Exchange \$ | CDN TOTALS |                 |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|-----------------|
| DATES (mmm dd/yy)                           | Sept 26/2019       | Sept 27/2019       |                    |                    |                    |                     |            |                 |
| <b>Transportation:</b>                      |                    |                    |                    |                    |                    |                     |            |                 |
| Personal Auto<br>62.8 cents/km              | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 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 -Taxi & Train                       | \$ 25.00           | \$ 20.55           | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 45.55   |                 |
| <b>Registration:</b>                        | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00    |                 |
| <b>Accommodation:</b>                       | \$ 175.11          | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 175.11  |                 |
| <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                                    | \$ 22.02           | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 22.02   |                 |
| <b>Other – Specify:<br/>Membership fees</b> | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00    |                 |
| <b>TOTALS</b>                               | \$ 222.13          | \$ 20.55           | \$ 0.00            | \$ 0.00            | \$ 0.00            | \$ 0.00             | \$ 242.68  |                 |
| Less Interim Claim                          |                    |                    |                    |                    |                    |                     |            | \$0.00          |
| Less Purchasing Card                        |                    |                    |                    |                    |                    |                     |            | \$ 175.11       |
| <b>BALANCE PAYABLE (to Claimant)</b>        |                    |                    |                    |                    |                    |                     |            | <b>\$ 67.57</b> |

Recoverable: yes  no  If yes, recover

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

Date: 2019-10-01

I have examined the above expense claim and

Date: 2019-10-03