



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Manager of Environmental Services

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

**PURPOSE, LOCATION, AND DATE(S):** Canadian Waste to resource conference TORONTO OCT 9-10

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Oct 8/19	Oct 9/19	Oct 10/19				
<b>Transportation:</b>							
Personal Auto 62.8 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	\$ 88.37	\$0.00	\$0.00	\$0.00	\$ 88.37
- Parking	\$0.00	\$ 42.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 42.00
- 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 - Fuel	\$0.00	\$0.00	\$ 55.49	\$0.00	\$0.00	\$0.00	\$ 55.49
<b>Registration:</b>	\$0.00	\$ 649.75	\$0.00	\$0.00	\$0.00	\$0.00	\$ 649.75
<b>Accommodation:</b>	\$ 233.86	\$ 198.61	\$0.00	\$0.00	\$0.00	\$0.00	\$ 432.47
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Lunch	\$0.00	\$0.00	\$ 16.93	\$0.00	\$0.00	\$0.00	\$ 16.93
- Dinner	\$0.00	\$ 27.11	\$0.00	\$0.00	\$0.00	\$0.00	\$ 27.11
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 233.86	\$ 917.47	\$ 160.79	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,312.12
Less Interim Claim							\$0.00
Less Purchasing Card							\$ 1,312.12
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$0.00</b>

Recoverable: yes  no  If yes, reco

I hereby certify that all the above expenditure purposes stated above.  
Date: 2019-11-13

I have examined the above expense claim at  
Date: Nov 15, 2019



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Canadian Waste to resource conference

**Other Comments:**

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Personal Auto 62.8 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 ETR	\$0.00	\$0.00	\$ 30.91	\$0.00	\$0.00	\$0.00	\$ 30.91	
<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>	\$ 0.00	\$ 0.00	\$ 30.91	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30.91	
Less Interim Claim								\$0.00
Less Purchasing Card								\$ 30.91
<b>BALANCE PAYABLE (to Claimant)</b>								\$0.00

Recoverable: yes  no  If yes, rec

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

Date: 2020-01-15

I have examined the above expense claim and

Date: 2020-01-16