



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Wastewater Treatment Operator

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

**PURPOSE, LOCATION, AND DATE(S):**  
 Employees were on training at various plants in the Niagara area from October 20 to 23, 2019.

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 20/19	Oct 21/19	Oct 22/19	Oct 23/19	Oct 24/19			
<b>Transportation:</b>								
Personal Auto	0.00 km	0.00 km	0.00 km	0.00 km	0.00 km			
62.8 cents/km	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 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>								
Training	\$0.00	\$0.00	\$0.00	\$0.00	\$ 3026.14	\$0.00	\$ 3026.14	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Meals:</b> - Breakfast	\$0.00	\$ 26.27	\$ 35.46	\$ 66.74	\$0.00	\$0.00	\$ 128.47	
- Lunch	\$0.00	\$ 32.59	\$ 45.79	\$ 35.70	\$0.00	\$0.00	\$ 114.08	
- Dinner	\$ 73.58	\$ 63.50	\$ 78.28	\$ 21.90	\$0.00	\$0.00	\$ 237.26	
<b>Other - Specify:</b>	\$ 73.58	\$ 122.36	\$ 159.53	\$ 124.34	\$ 3026.14	\$0.00	\$ 0.00	
<b>TOTALS</b>					\$ 0.00	\$ 0.00	\$ 3505.95	
Less Interim Claim								\$0.00
Less Purchasing Card								\$ 3505.95
<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: \_\_\_\_\_

I have examined the above expense claim ar

Date: Nov 27/19



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Wastewater Treatment Supervisor

This is an interim claim:  first:  second:

This is a final claim:

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

Cost for three night's accommodation in Niagara Falls, two employees will be training at various plants in the Niagara area from October 21<sup>st</sup> to 23<sup>rd</sup>

**Other Comments:**

Two Wastewater Treatment operators will attend training.

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Oct 22/19						
<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	\$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>	\$ 863.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 863.22
<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: Membership fees</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 863.22	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 863.22
Less Interim Claim							\$0.00
Less Purchasing Card							\$ 863.22
<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: Nov 4/19

I have examined the above expense claim ar

Date: 2019-11-13



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Wastewater Treatment Operator

This is an interim claim:  first:  second:

This is a final claim:

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

Employee was on training at various plants in the Niagara area from October 20 to 23, 2019.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 20/19	Oct 21/19	Oct 22/19	Oct 23/19				
<b>Transportation:</b>								
Personal Auto 62.8 cents/km	272 km \$ 170.82	64 km \$ 40.19	80 km \$ 50.24	331 km \$ 207.87	0.00 km \$ 0.00		<del>448.95</del> \$ 469.12	
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	
Registration:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Accommodation:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
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: Membership fees	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
<b>TOTALS</b>	\$ 170.82	\$ 40.19	\$ 50.24	\$ 207.87	\$ 0.00	\$ 0.00	\$ 469.12	

Less Interim Claim

RECEIVED

\$ 0.00

Less Purchasing Card

\$ 0.00

BALANCE PAYABLE (to Claimant)

OCT 28 2019

\$ 469.12

Recoverable: yes  no  If yes, recoverable from

CHIEF ACCOUNTANT

448.95

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: OCTOBER 28/2019

I have examined the above expense claim

Date: Oct 28/2019