



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):**

The Maintenance Coordinator attended the Ontario Municipal Water Association training course on March 6<sup>th</sup> 2019. Training was held at 930 Burnham St, Cobourg, Ontario, K9A 2X9.

**Other Comments:**

The employee travelled in his own vehicle. As this was a one day course, no accomodations were required. Food was provided as part of the registration cost.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 06/19							
<b>Transportation:</b>								
Personal Auto 54.2 cents/km	96.00 km \$ 52.03	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 52.03	
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>	\$428.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 428.27	
<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>	\$ 480.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 480.30	
Less Interim Claim								\$0.00
Less Purchasing Card								\$428.27
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 52.03</b>

Recoverable: yes  no  If yes, recover:

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

Date: April 2/19

I have examined the above expense claim and th

*[Signature]*