



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **WWTP Electrician**

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

PURPOSE, LOCATION, AND DATE(S):

2 WWTP employees recieved Rockwell PLC training between March 12th ~~and~~ ^{to} March 15th 2019.

Other Comments:

The employee whose expenses are claimed here used his own vehicle and stayed at the Country Inn and Suites by Radisson in Belleville, Ontario. The hotel is located at 245 N Front Street, Belleville ON, K8P 3C3. Accomodations and meal expenses were paid for on his purchasing card. Some meals were provided during training.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 12/19	Mar 13/19	Mar 14/19	Mar 15/19				
Transportation:								
Personal Auto 54.2 cents/km	113.00 km \$ 61.25	12.00 km \$ 6.50	12.00 km \$ 6.50	113.00 km \$ 61.25	0.00 km \$ 0.00		\$ 135.50	
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:	\$146.90	\$146.90	\$146.90	\$0.00	\$0.00	\$0.00	\$ 440.70	
Meals: - Breakfast	\$14.67	\$9.04	\$0.00	\$0.00	\$0.00	\$0.00	\$ 23.71	
- Lunch	\$32.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 32.48	
- Dinner	\$37.35	\$14.67	\$37.19	\$0.00	\$0.00	\$0.00	\$ 89.21	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 292.65	\$ 177.11	\$ 190.59	\$ 61.25	\$ 0.00	\$ 0.00	\$ 721.60	
Less Interim Claim								\$0.00
Less Purchasing Card								\$586.10
BALANCE PAYABLE (to Claimant)								\$ 135.50

Recoverable: yes no If yes, recover

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

Date: March 20, 2019