



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Wastewater Collection Foreman

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

One employee attended the 3M Equipment Inspection training course in Toronto, ON, on April 11th, 2019. He took his own vehicle and paid for food on his corporate visa card. Accommodations at the Radisson, located at 175 Derry Rd East, Mississauga ON, L5T 2Z7, were also paid for on this card.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 11/19	Apr 12/19						
Transportation:								
Personal Auto 58.9 cents/km	160.50 km \$ 94.53	160.50 km \$ 94.53	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 189.06	
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:	\$221.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 221.46	
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	\$32.47	\$16.92	\$0.00	\$0.00	\$0.00	\$0.00	\$ 49.39	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 348.46	\$ 111.45	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 459.91	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$270.85	
BALANCE PAYABLE (to Claimant)							\$ 189.06	

Recoverable: yes no If yes, recover

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

Date: April 23/19 :

I have examined the above expense claim and th