



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Chief Chemist

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

**PURPOSE, LOCATION, AND DATE(S):**  
Water Environment Association of Ontario Conference and Technical Sessions April 14-17 2019, Toronto, ON

**Other Comments:**  
Also paid for Chief Environmental Officer room

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 14/19	Apr 15/19	Apr 16/19					
<b>Transportation:</b>								
Personal Auto 58.7 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>	\$611.10	\$611.10	\$611.10	\$0.00	\$0.00	\$0.00	\$1,833.30	
<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>	\$ 611.10	\$ 611.10	\$ 611.10	\$ 0.00	\$ 0.00	\$ 0.00	\$1,833.30	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1833.30
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 0.00</b>

Recoverable: yes  no  If yes, rec

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

Date: 2019-05-10

I have examined the above expense claim &

Date: 2019-05-13



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Chief Chemist

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

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

Water Environment Association of Ontario Conference and Technical Sessions April 14-17 2019, Toronto, ON

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 12/18							
<b>Transportation:</b>								
Personal Auto 58.7 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>	\$426.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 426.57	
<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>	\$ 426.57	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 426.57	
Less Interim Claim								\$0.00
Less Purchasing Card								\$426.57
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00

Recoverable: yes  no  If yes, recov

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

Date: 2019-03-13

I have examined the above expense claim and

Date: 2019-03-13



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

**JOB TITLE:** Supervisor of Wastewater Treatment

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

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

3 employees travelled to Toronto, ON, to attend the 2019 WEAO Technical Symposium and OPCEA Exhibition. The symposium was held at the Intercontinental Toronto Centre, 225 Front Street West, Toronto ON, M5V 2X3. All expenses were paid for on the employee's corporate visa card.

**Other Comments:**

The employees used a rental vehicle and stayed at the Intercontinental Toronto Centre for the 3 days of the conference. Food was purchased on the corporate visa card.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 14/19	Apr 15/19	Apr 16/19					
<b>Transportation:</b>								
Personal Auto	0.00 km	0.00 km	0.00 km	0.00 km	0.00 km			
58.9 cents/km	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	
Rental Vehicle	\$0.00	\$0.00	\$220.49	\$0.00	\$0.00	\$0.00	\$ 220.49	
- 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 Gas/Parking	\$47.52	\$0.00	\$96.00	\$0.00	\$0.00	\$0.00	\$ 143.52	
<b>Registration:</b>	\$853.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 853.15	
<b>Accommodation:</b>	\$305.55	\$305.55	\$305.55	\$0.00	\$0.00	\$0.00	\$ 916.65	
<b>Meals:</b> - Breakfast	\$5.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 5.80	
- Lunch	\$71.21	\$0.00	\$38.00	\$0.00	\$0.00	\$0.00	\$ 109.21	
- Dinner	\$0.00	\$0.00	\$65.65	\$0.00	\$0.00	\$0.00	\$ 65.65	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$1,283.23	\$ 305.55	\$ 725.69	\$ 0.00	\$ 0.00	\$ 0.00	\$2,314.47	
Less Interim Claim								\$0.00
Less Purchasing Card								\$2,314.47
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00

Recoverable: yes  no  If yes, recover:

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

Date: May 13/19

I have examined the above expense claim and

7-2-19-12



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Chief Environmental Officer

This is an interim claim:  first:  second:

This is a final claim:

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

Water Environment Association Ontario (WEAO) registration for Annual Conference and Technical Symposium April 14-16, 2019.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Feb 11/19						
<b>Transportation:</b>							
Personal Auto 63.5 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
- 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 Fuel			\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Registration:</b>	\$426.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 426.57
<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>	\$ 426.57	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 426.57
Less Interim Claim							\$0.00
Less Purchasing Card							\$426.57
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 0.00</b>
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from							

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

Date: MAR 11 / 2019

I have examined the above expense claim and

Date: 2019-02-14



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Manager, Environmental Services**

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

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

The employee travelled to Toronto, ON, to attend the 2019 WEAO Technical Symposium and OPCEA Exhibition. The symposium was held at the Intercontinental Toronto Centre, 225 Front Street West, Toronto ON, M5V 2X3. All expenses were paid for on the employee's corporate visa card.

**Other Comments:**

The employee travelled in his own vehicle and stayed at the Intercontinental Toronto Center (1 night), the Hilton Toronto (1 night) and the Holiday Inn (1 night). Food was purchased on the corporate visa card.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 14/19	Apr 15/19	Apr 16/19					
<b>Transportation:</b>								
Personal Auto 58.9 cents/km	147.00 km \$ 86.58	0.00 km \$ 0.00	147.00 km \$ 86.58	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 173.16	
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 Gas/Parking	\$0.00	\$13.00	\$59.00	\$0.00	\$0.00	\$0.00	\$ 72.00	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$220.94	\$223.29	\$217.41	\$0.00	\$0.00	\$0.00	\$ 661.64	
<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	\$29.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 29.89	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 337.41	\$ 236.29	\$ 362.99	\$ 0.00	\$ 0.00	\$ 0.00	\$ 936.69	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$763.53	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 173.16</b>	

Recoverable: yes  no  If yes, recov

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

Date: 2019-05-08



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Wastewater Collection Coordinator

This is an interim claim:  first:  second:

This is a final claim:

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

WEAO Conference, Toronto, ON - April 14 to April 16, 2019.

**Other Comments:**

Please note April 15, 2019 dinner receipt is for the Wastewater Collection Coordinator and the Manager of Infrastructure Planning, as well as the entire accommodations.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 14/19	Apr 15/19	Apr 16/19					
<b>Transportation:</b>								
Personal Auto	160.00 km	0.00 km	160.00 km	0.00 km	0.00 km			
58.9 cents/km	\$ 94.24	\$ 0.00	\$ 94.24	\$ 0.00	\$ 0.00		\$ 188.48	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$30.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 60.00	
- 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>	\$229.63	\$229.63	\$0.00	\$0.00	\$0.00	\$0.00	\$ 459.26	
<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	\$31.85	\$83.87	\$0.00	\$0.00	\$0.00	\$0.00	\$ 115.72	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 385.72	\$ 343.50	\$ 94.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 823.46	
Less Interim Claim								\$0.00
Less Purchasing Card								\$634.98
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 188.48</b>

Recoverable: yes  no  If yes, rec

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

Date: April 17th/2019

I have examined the above expense claim and

Date: April 29/19



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: MANAGER, INFRASTRUCTURE PLANNING

This is an interim claim:  first:  second:

This is a final claim:

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

WEAO Conference, Downtown Toronto, April 14-16

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Apr 14/19							
<b>Transportation:</b>								
Personal Auto 58.9 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>	\$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	\$30.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 30.53	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 30.53	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30.53	
Less Interim Claim								\$0.00
Less Purchasing Card								30.53
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 0.00</b>

Recoverable: yes  no  If yes, recove

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

Date: MAY 4/19

I have examined the above expense claim and I

Date: MAY 7, 19