



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):**

Employee traveled in personal vehicle on February 7 and 8, 2019, to attend the Compost Council of Canada: Compost Matters in Ontario Conference in London, Ontario. The conference was located at 2136 Jetstream Rd in London at the A&L Laboratories.

**Other Comments:**

Parking is included in accomodation price. One meal was purchased during the trip.  
407 bill authorization code: 097857. Bill on March Visa.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Feb 07/19	Feb 08/19						
<b>Transportation:</b>								
Personal Auto 54.2 cents/km	358.00 km \$ 194.04	358.00 km \$ 194.04	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 388.08	
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 407 bill	\$0.00	\$94.29	\$0.00	\$0.00	\$0.00	\$0.00	\$ 94.29	
<b>Registration:</b>	\$197.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 197.75	
<b>Accommodation:</b>	\$181.22	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 183.22	
<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	\$24.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 24.46	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 597.47	\$ 290.33	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 887.80	
Less Interim Claim								\$0.00
Less Purchasing Card								\$499.72
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 388.08</b>

Recoverable: yes  no  If yes, recove

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

Date: 2019-03-18

I have examined the above expense claim and