



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Education Program Coordinator, Art Gallery of Peterborough

This is an interim claim

This is a final claim

X

PURPOSE, LOCATION, AND DATE(S):

Canadian Art Gallery Educators Conference (unCAGED) Chicago Illinois, USA, May 8 to 11, 2010

Other Comments:

I will receive a travel bursary from Canadian Museum Association for cost of air travel.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES	Fri May 7/10	Sat May 8/10	Sun May 9/10	Mon May 10/10	Tues May 11/10			
Registration: pre - paid	290.00					CAN funds	290.00	
Transportation:								
Personal Auto return to Pearson 155 Km X 50.9¢ x2	77.64				77.64	CAN funds	155.27	
Rental Vehicle - taxi					20.00	X 1.0344	20.69	
- Parking - NA								
- Bus	27.00					X 1.0344	27.93	
- Air	549.44						549.44	
- Other - subway train					2.25	X 1.0344	2.33	
Accommodation:	195.03	195.03	195.03	195.03		X 1.047877	817.46	
Meals: - Breakfast	0	2.51	4.88	7.45	7.45	X 1.0344	23.06	
- Lunch	0	5.12	8.69	0	2.06	X 1.0344	16.42	
- Dinner	7.33	0	15.00	7.00	11.34	X 1.0344	42.07	
Other - Specify:								
TOTALS	\$	\$	\$	\$	\$	\$	\$ 1944.67	
Less pre-paid registration of \$290.								(\$290.00)
Less Purchasing Card								\$ 0
BALANCE PAYABLE (to Claimant)								\$ 1654.67

Recoverable: yes **X** no \$549.44 recoverable from Canadian Museum Association (air transportation)

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: May 14, 2010 Signature: _____

I have examined the above expense claim and the attached _____ ment.

Date: Jun 23, 2010 Signature: _____