



City of Peterborough

# AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Programming Assistant (Museum)

This is an interim claim:

first:

second:

This is a final claim:

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

Canadian Museums Association, "Museum Retail & Visitor Services Symposium", Toronto Airport Hilton Hotel, January 27, 2011

Other Comments:

| EXPENSES  |                        |                    |                    |                    |                    | Foreign Exchange \$ | CDN TOTALS |                  |
|---|------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------|------------------|
| DATES (mmm dd/yy)   | Jan 27/11              |                    |                    |                    |                    |                     |            |                  |
| <b>Transportation:</b>  |                        |                    |                    |                    |                    |                     |            |                  |
| Personal Auto<br>55 cents/km  | 200.00 km<br>\$ 110.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 | 0.00 km<br>\$ 0.00 |                     | \$ 110.00  |                  |
| Rental Vehicle  | \$0.00                 | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 0.00    |                  |
| - Parking   | \$16.00                | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 16.00   |                  |
| - 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>  | \$254.25               | \$0.00             | \$0.00             | \$0.00             | \$0.00             | \$0.00              | \$ 254.25  |                  |
| <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>   | \$ 380.25              | \$ 0.00            | \$ 0.00            | \$ 0.00            | \$ 0.00            | \$ 0.00             | \$ 380.25  |                  |
| Less Interim Claim  |                        |                    |                    |                    |                    |                     |            | \$0.00           |
| Less Purchasing Card  |                        |                    |                    |                    |                    |                     |            | \$270.25         |
| <b>BALANCE PAYABLE (to Claimant)</b>  |                        |                    |                    |                    |                    |                     |            | <b>\$ 110.00</b> |
| Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from |                        |                    |                    |                    |                    |                     |            |                  |

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: Feb 8, 2011 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached receipts an

Date: Feb 8 / 11 Signature: \_\_\_\_\_