



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Museum Director

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

**PURPOSE, LOCATION, AND DATE(S):**  
Canadian Gift & Tableware Assoc. Show, Toronto January 31-February 1, 2011

**Other Comments:**  
Attended with Curatorial Assistant

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Jan 31/11	Feb 01/11					
<b>Registration:</b>							
<b>Transportation:</b>							
Personal Auto Km X 50.9¢							
Rental Vehicle		\$117.50					\$117.50
- Parking							
- Bus							
- Air							
- Other Gasoline		\$45.28					\$45.28
<b>Accommodation:</b>		\$172.07					\$172.07
<b>Meals:</b> - Breakfast							
- Lunch							
- Dinner	\$43.00	\$19.95					\$62.95
<b>Other - Specify: charged for bottled water-disputed &amp; will be credited</b>	\$6.78						\$6.78
<b>TOTALS</b>	\$49.78	\$354.80					\$404.58
Less Interim Claim							
Less Purchasing Card							\$404.58
BALANCE PAYABLE (to Claimant)							
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: May 10/11 Signature: \_\_\_\_\_

I have examined the above expense claim and the attached r