



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):

Attended Canadian Museum Association Conference, April 11-14, 2011 in London, ON

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Apr 11/11	Apr 12/11	Apr 13/11	Apr 14/11			
Registration:		\$33.90					\$33.90
Transportation:							
Personal Auto Km X 50.9¢							
Rental Vehicle	\$180.80						\$180.80
- Parking							
- Bus							
- Air							
- Other Gasoline	\$24.00			\$49.02			\$73.02
Accommodation:	\$456.54						\$456.54
Meals: - Breakfast							
- Lunch	\$17.35	\$3.25		\$3.89			\$24.40
- Dinner	\$3.99						\$3.99
Other - Specify:							
TOTALS	\$682.68	\$37.15		\$52.91			\$772.74
Less Interim Claim							
Less Purchasing Card							\$772.74
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 3/11 Signature _____

I have examined the above expense claim and the attach
Date: May 11/11 Signature: _____