



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):**  
Registration for Canadian Museum Association Conference, April 11-14, 2011 in London Ontario

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS
<b>DATES</b> (mmm dd/yy)	Feb 28/11						
<b>Registration:</b>	\$508.50						\$508.50
<b>Transportation:</b>							
Personal Auto Km X 50.9¢							
Rental Vehicle							
- Parking							
- Bus							
- Air							
- Other							
<b>Accommodation:</b>							
<b>Meals:</b> - Breakfast							
- Lunch							
- Dinner							
<b>Other - Specify:</b>							
<b>TOTALS</b>							\$508.50
Less Interim Claim							
Less Purchasing Card							\$508.50
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: <u>April 15/11</u>						Signature: _____	
I have examined the above expense claim and the attached							nt.
Date: <u>April 26, 2011</u>						Signature: _____	