

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

Name:	Allison Hayes	For office use only
Employee Number:	2754	
Account Number:	101 621 8220	



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Curatorial Assistant / Museum Director

This is an interim claim: <input checked="" type="checkbox"/> first: <input type="checkbox"/> second: <input checked="" type="checkbox"/>	This is a final claim: <input type="checkbox"/>
PURPOSE, LOCATION, AND DATE(S): One hotel room receipt (paid by Visa), one restaurant receipt (paid by Visa) and one taxi receipt (paid with cash) as a result of attending the Toronto International Film Festival to select films for the MUSE International Film Festival, presented by the Peterborough Museum & Archives, on September 16 & 17, 2011.	
Other Comments: Museum Director	

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Sep 16/11	Sep 17/11					
Registration:							
Transportation:							
Personal Auto Km X 50.9¢							
Rental Vehicle							
- Parking							
- Bus							
- Air							
- Other Taxi	\$10.00						\$10.00
Accommodation:	\$168.37						\$168.37
Meals: - Breakfast							
- Lunch							
- Dinner	\$31.40						\$31.40
Other - Specify:							
TOTALS							\$209.77
Less Interim Claim							
Less Purchasing Card							\$199.77
BALANCE PAYABLE (to Claimant)							\$10.00
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: Sept 28, 2011 Signature: _____

I have examined the above expense claim and the attached
 Date: Sept 29/11 Signature: _____