



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Education Program Co-ordinator, Art Gallery of Peterborough

This is an interim claim:  first:  second:

This is a final claim:

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

OMA CMS Education Programs, Aurora Historical Society, Sept 13-14-15, 2017

**Other Comments:**

Paid for Registration out of pocket

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 15/17							
<b>Transportation:</b>								
Personal Auto 55.7 cents/km	200.00 km \$ 111.40	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 111.40	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- 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>	\$395.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 395.50	
<b>Accommodation:</b>	\$230.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 230.98	
<b>Meals:</b> - Breakfast	\$3.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 3.78	
- Lunch	\$5.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 5.64	
- Dinner	\$12.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 12.50	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 759.80	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 759.80	
Less Interim Claim								\$0.00
Less Purchasing Card								\$230.98
<b>BALANCE PAYABLE (to Claimant)</b>								<del>\$ 528.82</del>

Recoverable: yes  no  If yes, rec:

I hereby certify that all the above expenditure purposes stated above,

Date: Oct 20/17

I have examined the above expense claim a

Date: Oct 21 '17