



City of
Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Director, Art Gallery of Peterborough

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Travel to artists' studios for upcoming exhibition

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Apr 18/14	Apr 19/14					
Transportation:							
Personal Auto 61.4 cents/km	200.00 km \$ 122.80	200.00 km \$ 122.80	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 245.60
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
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Accommodation:	\$140.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 140.12
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Dinner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$ 262.92	\$ 122.80	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 385.72
Less Interim Claim							\$0.00
Less Purchasing Card							\$140.12
BALANCE PAYABLE (to Claimant)							\$ 245.60

Recoverable: yes no If yes, re

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

Date: May 12/14

I have examined the above expense claim

Date: May 13/14