



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):**

Toronto Gift Fair, Toronto ON August 11 and 12, 2014. Product sourcing and selection for Museum gift shop

**Other Comments:**

Curatorial Assistant also attended

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Aug 11/14	Aug 12/14					
<b>Transportation:</b>							
Personal Auto 64.5 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 0.00
Rental Vehicle	\$0.00	\$188.90	\$0.00	\$0.00	\$0.00	\$0.00	\$ 188.90
- Parking	\$0.00	\$15.93	\$0.00	\$0.00	\$0.00	\$0.00	\$ 15.93
- 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>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Accommodation:</b>	\$0.00	\$338.49	\$0.00	\$0.00	\$0.00	\$0.00	\$ 338.49
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Lunch	\$0.00	\$31.08	\$0.00	\$0.00	\$0.00	\$0.00	\$ 31.08
- Dinner	\$69.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 69.80
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 69.80	\$ 574.40	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 644.20
Less Interim Claim							\$0.00
Less Purchasing Card							\$ 644.20
BALANCE PAYABLE (to Claimant)							
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from							

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

Date: Sept 9/14

I have examined the above expense claim:

Date: Sept 19/14