



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Curatorial Assistant

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

To attend the Toronto International Film Festival to select films for the MUSE International Fine Film series, presented by the Peterborough Museum & Archives on September 12 & 13, 2014 in Toronto, ON.

Other Comments:

Museum Educator

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 12/14	Sep 13/14						
Transportation:								
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	\$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	\$103.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 103.96	
- Air	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Other Taxi	\$10.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 20.00	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$345.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 345.68	
Meals: - Breakfast	\$0.00	\$11.75	\$0.00	\$0.00	\$0.00	\$0.00	\$ 11.75	
- Lunch	\$0.00	\$6.72	\$0.00	\$0.00	\$0.00	\$0.00	\$ 6.72	
- Dinner	\$44.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 44.48	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 504.12	\$ 28.47	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 532.59	
Less Interim Claim								\$0.00
Less Purchasing Card								\$512.59
BALANCE PAYABLE (to Claimant)								\$ 20.00

Recoverable: yes no If yes, re

I hereby certify that all the above expenditures were for the purposes stated above.

Date: September 30, 2014

I have examined the above expense claim

Date: Oct 7/14