



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):
July 21-22, 2015 Canadian Museum Association - planning meeting for "Travelling Exhibitions Symposium" Ottawa

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Jul 21/15	Jul 22/15					
Transportation:							
Personal Auto 58.6 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	\$81.04	\$0.00	\$0.00	\$0.00	\$0.00	\$ 81.04
- 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 gas	\$0.00	\$42.84	\$0.00	\$0.00	\$0.00	\$0.00	\$ 42.84
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Accommodation:	\$0.00	\$206.46	\$0.00	\$0.00	\$0.00	\$0.00	\$ 206.46
Meals: - Breakfast	\$0.00	\$6.20	\$0.00	\$0.00	\$0.00	\$0.00	\$ 6.20
- Lunch	\$4.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 4.85
- Dinner	\$14.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 14.29
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$ 19.14	\$ 336.54	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 355.68
Less Interim Claim							\$0.00
Less Purchasing Card							\$344.63
BALANCE PAYABLE (to Claimant)							\$ 11.05

Recoverable: yes no If yes, recov

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

Date: August 13/15

I have examined the above expense claim and

Date: August 25/15