



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):

Canadian Gift Fair, August 11 and 12, 2015, Toronto, ON - to source product for the Museum gift shop.

Other Comments:

Curatorial Assistant also attended

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Aug 11/15	Aug 12/15					
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	\$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 fuel	\$0.00	\$25.48	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25.48
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
Accommodation:	\$0.00	\$338.47	\$0.00	\$0.00	\$0.00	\$0.00	\$ 338.47
Meals: - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Lunch	\$36.16	\$22.60	\$0.00	\$0.00	\$0.00	\$0.00	\$ 58.76
- Dinner	\$56.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 56.72
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
TOTALS	\$ 92.88	\$ 483.52	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 576.40
Less Interim Claim							\$0.00
Less Purchasing Card							\$576.40
BALANCE PAYABLE (to Claimant)							\$ 0.00

Recoverable: yes no If yes, re

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

Date: Aug 24/15

I have examined the above expense claim

Date: Sept 9/15