



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 Museum Assoc. - Travelling Exhibitions Symposium, Gatineau, Quebec December 1-3/15

**Other Comments:**  
Organizer/presenter

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Dec 01/15	Dec 02/15	Dec 03/15					
<b>Transportation:</b>								
Personal Auto 53.3 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	\$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 gasoline	\$37.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 37.37	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$354.22	\$0.00	\$0.00	\$0.00	\$ 354.22	
<b>Meals:</b> - Breakfast	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Lunch	\$12.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 12.15	
- Dinner	\$43.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 43.00	
<b>Other - Specify:</b> <b>Taxis</b>	\$15.00	\$14.89	\$0.00	\$0.00	\$0.00	\$0.00	\$ 29.89	
<b>TOTALS</b>	\$ 107.52	\$ 14.89	\$ 354.22	\$ 0.00	\$ 0.00	\$ 0.00	\$ 476.63	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$461.63	
<b>BALANCE PAYABLE (to Claimant)</b>							\$ 15.00	

Recoverable: yes  no  If yes, recoverable from

I hereby certify that all the above expend purposes stated above.  
Date: Jan 13/16

I have examined the above expense clair  
Date: Jan 15/2016



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 Museums Association Travelling Exhibition Symposium, December 1-3, 2015, Gatineau, Quebec

**Other Comments:**

Peterborough Museum & Archives is on the organizing committee for the Symposium.

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Dec 01/15							
<b>Transportation:</b>								
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	\$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	
<b>Registration:</b>	\$325.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 325.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Meals:</b> - 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	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 325.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 325.00	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$325.00	
<b>BALANCE PAYABLE (to Claimant)</b>							\$ 0.00	
Recoverable: yes <input type="checkbox"/> no <input checked="" type="checkbox"/> If yes, recoverable from								

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

Date: Sept 30/15

I have examined the above expense claim a

Date: Oct 13/15