



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, Mississauga, ON January 31 to February 1, 2016

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 31/16	Feb 01/16						
Transportation:								
Personal Auto 52.9 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	\$121.57	\$0.00	\$0.00	\$0.00	\$0.00	\$ 121.57	
- 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	\$24.83	\$0.00	\$0.00	\$0.00	\$0.00	\$ 24.83	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$0.00	\$156.60	\$0.00	\$0.00	\$0.00	\$0.00	\$ 156.60	
Meals: - Breakfast	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 20.00	
- Lunch	\$0.00	\$6.78	\$0.00	\$0.00	\$0.00	\$0.00	\$ 6.78	
- Dinner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 0.00	\$ 329.78	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 329.78	
Less Interim Claim								\$0.00
Less Purchasing Card								\$323.00
BALANCE PAYABLE (to Claimant)								\$ 6.78
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: March 8/16

I have examined the above expense claim and

Date: March 14/2016