



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Director, Art Gallery of Peterborough

This is an interim claim:  first:  second:  This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**  
studio meeting with artist in downtown Toronto

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Nov 25/16	Nov 26/16						
<b>Transportation:</b>								
Personal Auto 53.9 cents/km	138.00 km \$ 74.38	138.00 km \$ 74.38	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 148.76	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$24.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 24.00	
- 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>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$229.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 229.09	
<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>	\$ 303.47	\$ 98.38	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 401.85	
Less Interim Claim								\$0.00
Less Purchasing Card								\$253.09
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 148.76</b>

Recoverable: yes  no  If yes, reco

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

Date: Dec 19 2016

I have examined the above expense claim an

Date: \_\_\_\_\_