



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Operations Asst., Art Gallery of Peterborough

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Attend the Museum Enterprises Conference in Toronto, 2 days only

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 26/17	Jan 27/17	Jan 28/17					
Transportation:								
Personal Auto 56.0 cents/km	0.00 km \$ 0.00	147.00 km \$ 82.32	147.00 km \$ 82.32	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 164.64	
Rental Vehicle	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$0.00	\$12.00	\$0.00	\$0.00	\$0.00	\$ 12.00	
- 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	
Registration:	\$395.50	\$0.00	\$395.50	\$0.00	\$0.00	\$0.00	\$ 791.00	
Accommodation:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Meals: - 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	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 395.50	\$ 82.32	\$ 489.82	\$ 0.00	\$ 0.00	\$ 0.00	\$ 967.64	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$803.00	
BALANCE PAYABLE (to Claimant)							\$ 164.64	

Recoverable: yes no If yes, rec

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

Date: Feb 21 17

I have examined the above expense claim and

Date: Feb 21 17