



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 Canada Gift Fair, to source Museum gift shop product, January 29-30, 2017

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 29/17	Jan 30/17						
Transportation:								
Personal Auto 56.0 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	\$121.31	\$0.00	\$0.00	\$0.00	\$0.00	\$ 121.31	
- Parking	\$0.00	\$19.47	\$0.00	\$0.00	\$0.00	\$0.00	\$ 19.47	
- 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	\$19.73	\$0.00	\$0.00	\$0.00	\$0.00	\$ 19.73	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$0.00	\$159.13	\$0.00	\$0.00	\$0.00	\$0.00	\$ 159.13	
Meals: - Breakfast	\$5.88	\$6.78	\$0.00	\$0.00	\$0.00	\$0.00	\$ 12.66	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$33.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 33.25	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 39.13	\$ 326.42	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 365.55	
Less Interim Claim								\$0.00
Less Purchasing Card								\$365.55
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, rec

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

Date: March 8/17

I have examined the above expense claim ar

Date: March 21/17