



City of  
Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Manager Arts, Culture & Heritage

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

Culture Grows Here Conference, Midland, May 24 & May 25

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	May 22/17	May 23/17		May 25/17	May 26/17		
<b>Transportation:</b>							
Personal Auto 56.6 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	\$87.91	\$0.00	\$ 87.91
- 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	\$0.00	\$0.00	\$42.30	\$0.00	\$0.00	\$ 42.30
<b>Registration:</b>	\$202.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 202.27
<b>Accommodation:</b>	\$0.00	\$90.40	\$0.00	\$0.00	\$0.00	\$0.00	\$ 90.40
<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>	\$ 202.27	\$ 90.40	\$ 0.00	\$ 42.30	\$ 87.91	\$ 0.00	\$ 422.88
Less Interim Claim							\$0.00
Less Purchasing Card							\$422.88
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 0.00</b>
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from							

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

Date: June 1, 2017

I have examined the above expense claim

Date: June 1 / 17