



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Director of Museum

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

**PURPOSE, LOCATION, AND DATE(S):**  
Toronto International Gift Fair, August 13-14/2017, Mississauga, ON

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Aug 13/17	Aug 14/17					
<b>Transportation:</b>							
Personal Auto 55.7 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	\$56.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 56.25
- 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	\$31.33	\$0.00	\$0.00	\$0.00	\$0.00	\$ 31.33
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>Accommodation:</b>	\$161.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 161.59
<b>Meals:</b> - Breakfast	\$0.00	\$9.04	\$0.00	\$0.00	\$0.00	\$0.00	\$ 9.04
- Lunch	\$14.69	\$5.10	\$0.00	\$0.00	\$0.00	\$0.00	\$ 19.79
- Dinner	\$32.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 32.68
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 265.21	\$ 45.47	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 310.68
Less Interim Claim							<b>\$0.00</b>
Less Purchasing Card							
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 310.68</b>
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from							

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: Aug 23/17

I have examined the above expense claim

Date: Aug 29/17