



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: **Community Engagement Coordinator**

This is an interim claim:  first:  second:

This is a final claim:

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

Attended the Toronto International Film Festival on Friday, September 15<sup>th</sup> and Saturday, September 16<sup>th</sup> 2017, as part of the Circuit Group to preview films for upcoming seasons of the MUSE International Film Festival presented by the Peterborough Museum & Archives

**Other Comments:**

Also in attendance was the Curatorial Assistant from the Peterborough Museum & Archives

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 15/17	Sep 16/17						
<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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Parking	\$0.00	\$32.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 32.00	
- 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>	\$207.64	\$207.64	\$0.00	\$0.00	\$0.00	\$0.00	\$ 415.28	
<b>Meals:</b> - Breakfast	\$0.00	\$17.12	\$0.00	\$0.00	\$0.00	\$0.00	\$ 17.12	
- Lunch	\$2.36	\$2.50	\$0.00	\$0.00	\$0.00	\$0.00	\$ 4.86	
- Dinner	\$49.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 49.88	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 259.88	\$ 259.26	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 519.14	
Less Interim Claim								\$0.00
Less Purchasing Card								\$519.14
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00

Recoverable: yes  no  If yes, rec

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

Date: SEPT 21, 2017



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Curatorial Assistant

This is an interim claim:  first:  second:

This is a final claim:

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

To attend the Toronto International Film Festival on September 15, 16 & 17, 2017 to view films for the MUSE International Fine Film series, presented by the Peterborough Museum & Archives.

**Other Comments:**

Community Engagement Coordinator

EXPENSES						Foreign Exchange \$	CDN TOTALS
DATES (mmm dd/yy)	Sep 15/17	Sep 16/17	Sept 17/17				
<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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Parking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Bus	\$0.00	\$0.00	\$28.70	\$0.00	\$0.00	\$0.00	\$ 28.70
- Air	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
- Other GO Bus/Train & Taxi	\$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>	\$207.64	\$207.64	\$0.00	\$0.00	\$0.00	\$0.00	\$ 415.28
<b>Meals:</b> - Breakfast	\$0.00	\$7.80	\$6.16	\$0.00	\$0.00	\$0.00	\$ 13.96
- Lunch	\$8.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 8.36
- Dinner	\$0.00	\$35.10	\$0.00	\$0.00	\$0.00	\$0.00	\$ 35.10
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00
<b>TOTALS</b>	\$ 216.00	\$ 250.54	\$ 34.86	\$ 0.00	\$ 0.00	\$ 0.00	\$ 501.40
Less Interim Claim							\$0.00
Less Purchasing Card							\$501.40
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 0.00</b>

Recoverable: yes  no  If yes, recc

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

Date: September 28, 2017

I have examined the above expense claim ar

Date: Sept 27/17