



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):
To attend the IAMFA International Association & Museum Facilities Administrators Conference in Ottawa on September 24th to 28th, 2017.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 24/17	Sep 25/17	Sep 26/17	Sep 27/17	Sep 28/17			
Transportation:								
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	\$202.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 202.84	
- Parking	\$0.00	\$0.00	\$0.00	\$0.00	\$135.60	\$0.00	\$ 135.60	
- 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	\$0.00	\$41.40	\$0.00	\$ 41.40	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$289.81	\$289.81	\$289.81	\$289.81	\$0.00	\$0.00	\$1,159.24	
Meals: - Breakfast	\$0.00	\$3.50	\$4.00	\$4.00	\$0.00	\$0.00	\$ 11.50	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$6.37	0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 6.37	
Other – Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 499.02	\$ 293.31	\$ 293.81	\$ 293.81	\$ 177.00	\$ 0.00	\$1,556.95	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,550.58
BALANCE PAYABLE (to Claimant)								\$ 6.37

Recoverable: yes no If yes, rec

I hereby certify that all the above expenditures were for the purposes stated above.
Date: Nov 2/17

I have examined the above expense claim and it is correct.
Nov 7/17



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):

International Association of Museum Facility Administrators, Ottawa, ON, September 24-28, 2017

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 09/17							
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	\$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	\$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:	\$1,108.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,108.36	
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	\$1,108.36	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$1,108.36	
Less Interim Claim								\$0.00
Less Purchasing Card								\$1,108.36
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, rec

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

Date: Mar 29/17

I have examined the above expense claim and

Date: April 5/17