



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Operations Asst., Art Gallery of Peterborough

This is an interim claim: first: second:

This is a final claim:

PURPOSE, LOCATION, AND DATE(S):

Attendance at Museum Enterprises Conference, Toronto, January 25-27, 2018

Other Comments:

also shows registration payment for co-worker, 1 day at conference

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 10/18	Jan 24/18	Jan 26/18	Jan 27/18				
Transportation:								
Personal Auto 58.7 cents/km	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00	159.00 km \$ 93.33	0.00 km \$ 0.00		\$ 93.33	
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	\$20.75	\$0.00	\$0.00	\$0.00	\$0.00	\$ 20.75	
- Air	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Other Cab	\$0.00	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 9.00	
Registration:	\$1,243.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,243.00	
Accommodation:	\$0.00	\$0.00	\$0.00	\$508.22	\$0.00	\$0.00	\$ 508.22	
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	\$28.59	\$44.75	\$0.00	\$0.00	\$0.00	\$ 73.34	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$1,243.00	\$ 58.34	\$ 44.75	\$ 601.55	\$ 0.00	\$ 0.00	\$1,947.64	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$1,854.31	
BALANCE PAYABLE (to Claimant)							\$ 93.33	

Recoverable: yes no If yes, rec

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

Date: Feb 14/18

I have examined the above expense claim:

Date: Feb 14/18



City of Peterborough

PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Visitor Services Receptionist

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

PURPOSE, LOCATION, AND DATE(S):
Museum Enterprises Conference 2018, Toronto, ON. January 25th, 2018

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 24/18	Jan 26/18						
Transportation:								
Personal Auto 58.7 cents/km	133.00 km \$ 78.07	133.00 km \$ 78.07	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 156.14	
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 Fuel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$192.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 192.56	
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	\$ 270.63	\$ 78.07	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 348.70	
Less Interim Claim							\$0.00	
Less Purchasing Card							192.56	
BALANCE PAYABLE (to Claimant)							\$ 156.14	

Recoverable: yes no If yes, recoverable amount: _____

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

Date: Feb 13, 2018

I have examined the above expense claim and

Date: Feb 15/18