



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 Canadian Gift Association Toronto Fair in Toronto on January 28th and 29th, 2018.

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 28/18	Jan 29/18						
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	\$50.75	\$50.75	\$0.00	\$0.00	\$0.00	\$0.00	\$ 101.50	
- Parking	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 25.00	
- 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	\$40.50	\$0.00	\$0.00	\$0.00	\$0.00	\$ 40.50	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$152.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 152.55	
Meals: - Breakfast	\$5.75	\$4.50	\$0.00	\$0.00	\$0.00	\$0.00	\$ 10.25	
- Lunch	\$0.00	\$9.05	\$0.00	\$0.00	\$0.00	\$0.00	\$ 9.05	
- Dinner	\$39.01	\$4.52	\$0.00	\$0.00	\$0.00	\$0.00	\$ 43.53	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 273.06	\$ 109.32	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 382.38	
Less Interim Claim								
Less Purchasing Card								\$358.56
BALANCE PAYABLE (to Claimant)								\$ 23.82

Recoverable: yes no If yes, recov

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

Date: March 21/18

I have examined the above expense claim and

Date: March 23/18