



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Curator, Art Gallery of Peterborough

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

**PURPOSE, LOCATION, AND DATE(S):**  
to attend OAG workshop in Guelph

**Other Comments:**  
in conjunction with trip to Art Gallery of Windsor - Arthur Shilling exhibition

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Mar 13/18	Mar 14/18	Mar 15/18					
<b>Transportation:</b>								
Personal Auto 58.7 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	\$32.99	\$0.00	\$0.00	\$0.00	\$ 32.99	
- Air	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Other train	\$0.00	\$135.60	\$0.00	\$0.00	\$0.00	\$0.00	\$ 135.60	
<b>Registration:</b>	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$ 150.00	
<b>Accommodation:</b>	\$202.22	\$141.36	\$0.00	\$0.00	\$0.00	\$0.00	\$ 343.58	
<b>Meals:</b> - 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	
<b>Other - Specify: taxi</b>	\$0.00	\$21.42	\$9.55	\$0.00	\$0.00	\$0.00	\$ 30.97	
<b>TOTALS</b>	\$ 202.22	\$ 298.38	\$ 192.54	\$ 0.00	\$ 0.00	\$ 0.00	\$ 693.14	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$693.14	
<b>BALANCE PAYABLE (to Claimant)</b>							\$ 0.00	

Recoverable: yes  no  If yes, recoverable amount: \_\_\_\_\_

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

Date: Apr 30/18

I have examined the above expense claim and

Date: May 1/18