



# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

City of  
**Peterborough**

**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 13, 14 & 15, 2018 to view films for the MUSE International Fine Film series, presented by the Peterborough Museum & Archives.

**Other Comments:**  
Education Officer

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 13/18	Sep 14/18	Sep 15/18					
<b>Transportation:</b>								
Personal Auto 63.5 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	\$39.30	\$0.00	\$39.30	\$0.00	\$0.00	\$0.00	\$ 78.60	
- Air	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Other Taxi	\$10.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$ 20.00	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$358.55	\$338.64	\$0.00	\$0.00	\$0.00	\$0.00	\$ 697.19	
<b>Meals:</b> - Breakfast	\$0.00	\$3.68	\$0.00	\$0.00	\$0.00	\$0.00	\$ 3.68	
- Lunch	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$ 25.00	
- Dinner	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 407.85	\$ 342.32	\$ 74.30	\$ 0.00	\$ 0.00	\$ 0.00	\$ 824.47	
Less Interim Claim								\$0.00
Less Purchasing Card								\$804.47
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 20.00

Recoverable: yes  no  If yes, recove

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

Date: September 17, 2018

I have examined the above expense claim and  
Date: Oct 15/18



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Education Officer

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 13,14,& 15<sup>th</sup> 2018. To view films for the MUSE international fine films series presented by the Peterborough Museum & Archives.

**Other Comments:**

Curatorial Assistant

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Sep 13/18	Sep 14/18	Sep 15/18					
<b>Transportation:</b>								
Personal Auto 63.5 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	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$358.55	\$338.64	\$0.00	\$0.00	\$0.00	\$0.00	\$ 697.19	
<b>Meals:</b> - Breakfast	\$0.00	\$8.25	\$12.20	\$0.00	\$0.00	\$0.00	\$ 20.45	
- Lunch	\$0.00	\$0.00	\$5.01	\$0.00	\$0.00	\$0.00	\$ 5.01	
- Dinner	\$0.00	\$54.58	\$0.00	\$0.00	\$0.00	\$0.00	\$ 54.58	
<b>Other - Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 358.55	\$ 401.47	\$ 17.21	\$ 0.00	\$ 0.00	\$ 0.00	\$ 777.23	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$0.00	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 777.23</b>	

Recoverable: yes  no  If yes, rec

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

Date: Oct. 9/2018.

I have examined the above expense claim e

Date: Oct 9/18



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 August 12 and 13, 2018

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Aug 12/18	Aug 13/18						
<b>Transportation:</b>								
Personal Auto 63.5 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	\$42.87	\$42.87	\$0.00	\$0.00	\$0.00	\$0.00	\$ 85.74	
- Parking	\$22.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 22.12	
- 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	\$30.72	\$0.00	\$0.00	\$0.00	\$0.00	\$ 30.72	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$227.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 227.41	
<b>Meals:</b> - Breakfast	\$0.00	\$9.05	\$0.00	\$0.00	\$0.00	\$0.00	\$ 9.05	
- Lunch	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
- Dinner	\$37.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 37.61	
<b>Other – Specify: tax on room service &amp; parking</b>	\$2.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 2.88	
<b>TOTALS</b>	\$ 332.89	\$ 82.64	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 415.53	
Less Interim Claim								
Less Purchasing Card								<b>\$415.53</b>
<b>BALANCE PAYABLE (to Claimant)</b>								<b>\$ 0.00</b>

Recoverable: yes  no  If yes, reco

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

Date: Aug 14/18

I have examined the above expense claim ar

Date: Aug. 17/18