



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Visitor Services, Art Gallery of Peterborough

This is an interim claim:

first:

second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

attend new media seminar for the arts given by Robert McLaughlin Gallery, Oshawa

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 12/18	Oct 13/18						
<b>Transportation:</b>								
Personal Auto 61.7 cents/km	164.00 km \$ 101.19	164.00 km \$ 101.19	0.00 km \$ 0.00	0.00 km \$ 0.00	0.00 km \$ 0.00		\$ 202.38	
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>	\$195.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 195.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<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:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 296.19	\$ 101.19	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 397.38	
Less Interim Claim							\$0.00	
Less Purchasing Card							\$195.00	
<b>BALANCE PAYABLE (to Claimant)</b>							<b>\$ 202.38</b>	
Recoverable: yes <input checked="" type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from Conference Development Bursary, CMA								

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

Date: Oct 16, 2018

I have examined the above expense claim and

Date: Oct 18/18



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE:

Communications & Vol Co-ord, Art Gallery of Peterborough

This is an interim claim:  first:  second:

This is a final claim:

**PURPOSE, LOCATION, AND DATE(S):**

attend new media seminar for the arts given by Robert McLaughlin Gallery, Oshawa

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Oct 12/18	Oct 13/18						
<b>Transportation:</b>								
Personal Auto 61.7 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	\$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>	\$195.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 195.00	
<b>Accommodation:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<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:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 195.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 195.00	
Less Interim Claim								\$0.00
Less Purchasing Card								\$195.00
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00

Recoverable: yes  no  If yes, recover

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

Date: Oct 17/18

I have examined the above expense claim and t

Date: Oct 18/18