



City of Peterborough

# PROFESSIONAL DEVELOPMENT, TRAVEL, AND HOSPITALITY EXPENSE CLAIM FORM

JOB TITLE: Museum Director

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 27, 28, 2019.

**Other Comments:**

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Jan 27/19	Jan 28/19						
<b>Transportation:</b>								
Personal Auto	0.00 km	0.00 km	0.00 km	0.00 km	0.00 km			
54.2 cents/km	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00		\$ 0.00	
Rental Vehicle	\$44.18	\$44.19	\$0.00	\$0.00	\$0.00	\$0.00	\$ 88.37	
- 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 Gas	\$0.00	\$36.29	\$0.00	\$0.00	\$0.00	\$0.00	\$ 36.29	
<b>Registration:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>Accommodation:</b>	\$244.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 244.76	
<b>Meals:</b> - Breakfast	\$6.10	\$9.04	\$0.00	\$0.00	\$0.00	\$0.00	\$ 15.14	
- Lunch	\$16.10	\$10.41	\$0.00	\$0.00	\$0.00	\$0.00	\$ 26.51	
- Dinner	\$29.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 29.80	
<b>Other – Specify:</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
<b>TOTALS</b>	\$ 340.94	\$ 99.93	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 440.87	
Less Interim Claim								\$0.00
Less Purchasing Card								\$440.87
<b>BALANCE PAYABLE (to Claimant)</b>								\$ 0.00
Recoverable: yes <input type="checkbox"/> no <input type="checkbox"/> If yes, recoverable from								

I hereby certify that all the above expenditures were disbursed on behalf of the Corporation of the City of Peterborough for purposes stated above.

Date: March 5/19

I have examined the above expense

Date: March 11/19