



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 August 11, 12, 2019

Other Comments:

EXPENSES						Foreign Exchange \$	CDN TOTALS	
DATES (mmm dd/yy)	Aug 11/19	Aug 12/19						
Transportation:								
Personal Auto 62.8 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	\$81.59	\$0.00	\$0.00	\$0.00	\$0.00	\$ 81.59	
- 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	\$28.47	\$0.00	\$0.00	\$0.00	\$0.00	\$ 28.47	
Registration:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
Accommodation:	\$169.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 169.23	
Meals: - Breakfast	\$0.00	\$8.46	\$0.00	\$0.00	\$0.00	\$0.00	\$ 8.46	
- Lunch	\$24.54	\$9.04	\$0.00	\$0.00	\$0.00	\$0.00	\$ 33.58	
- Dinner	\$27.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 27.13	
Other - Specify:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 0.00	
TOTALS	\$ 220.90	\$ 127.56	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 348.46	
Less Interim Claim								\$0.00
Less Purchasing Card								\$348.46
BALANCE PAYABLE (to Claimant)								\$ 0.00

Recoverable: yes no If yes, recover

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

Date: Aug 29/19

I have examined the above expense claim and find it valid.

Date: Sept 5/19