

OUT OF TOWN TRAVEL EXPENSE ACCOUNT

Print Form

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Steve Craig		PERIOD OF TRAVEL From Sep 27, 2017 To Sep 29, 2017	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Pictou, Nova Scotia	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Nova Scotia Police Governance Conference			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Vehicle USE DROP DOWN MENU TO SELECT			
MILEAGE 174 KMS AT 0.46 PER KM	\$ 80.04	\$ 80.04	
174 KMS AT 0.46 PER KM	\$ 80.04	\$ 80.04	

SECTION 3

MEALS AND LODGING (ATTACH RECEIPTS) Please see page 2 for detailed instructions			
ACCOMMODATIONS Pictou Lodge	\$ 384.10		
MEALS			
GROUND TRANSPORTATION			
INCIDENTALS			
Total	\$ 384.10	\$ 384.10	
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)			
Conference Registration			
		\$ 258.75	
TOTAL EXPENSES - SECTION 2 + 3		\$ 802.93	
TOTAL COST THIS CLAIM & CHARGE DIRECT		\$ 802.93	

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 802.93

LESS: ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING ☐ HRM ☒ Employee AMOUNT \$ 802.93

COMPANY CODE

COST CENTER

EXPENSE CODE

AMOUNT

HR0P

E110

6902

\$ 802.93

Employee Signature

Date

Approved by Name and Title (Please Print)

Approving Signature

Date

Oct 13, 2017

Oct 17, 2017

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2017-09-27	2017-09-28	2017-09-29				
Accommodations		\$ 192.05	\$ 192.05					
Meals	B							
	L							
	S							
Ground Transportation								
Incidentals								
Other		\$ 258.75						
		\$ 80.04		\$ 80.04				
Totals		\$ 530.84	\$ 192.05	\$ 80.04				

Week 2		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD							
Accommodations								
Meals	B							
	L							
	S							
Ground Transportation								
Incidentals								
Other								
Totals								

Accommodations: Detailed receipts required

Meals: Per diem reimbursement (no receipts required) inclusive of tax & gratuities

Breakfast	\$13.00
Lunch	\$15.00
Supper	\$27.00
DAILY MAXIMUM	<u>\$55.00*</u>

Meal cost will not be reimbursed where the cost is included in the air fare or in registration fees at conventions, conferences, training institutions, etc.

*Meal reimbursements in excess of per diem amount require Director's approval and must be supported with appropriate detailed receipts for allowable expenses for the day.

Ground Transportation: Detailed receipts required

Incidentals: Daily rate \$10.00 (no receipts required)

Amounts shown above are Canadian Funds
All expenses should be converted to Canadian funds on Page 1 of claim (specify conversion rate used).