

OUT OF TOWN TRAVEL EXPENSE ACCOUNT

Print Form

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Richard Zurawski		PERIOD OF TRAVEL From May 10, 2018 To May 12, 2018	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Yarmouth, Nova Scotia	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Nova Scotia Federation of Municipalities 2018 Spring Conference			

SECTION 2

TRAVEL	AMOUNTS	CLAIM	CHARGED TO HRM
TYPE Vehicle USE DROP DOWN MENU TO SELECT			
MILEAGE			
455 KMS AT 0.46 PER KM	\$ 209.30	\$ 209.30	
455 KMS AT 0.46 PER KM	\$ 209.30	\$ 209.30	
SECTION 3			
MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions			
ACCOMMODATIONS Best Western Mermaid Yarmouth	\$ 244.70		
MEALS 3 Breakfast, 3 Lunch, 3 Dinner per diem	\$ 165.00		
GROUND TRANSPORTATION			
INCIDENTALS			
Total	\$ 409.70	\$ 165.00	\$ 244.70
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)			
Conference Fee (6902)			\$ 327.00 (6902)
TOTAL EXPENSES - SECTION 2 + 3			\$ 583.60
TOTAL COST THIS CLAIM & CHARGE DIRECT			\$1,155.30

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 583.60

LESS: ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING ☐ HRM ☒ Employee AMOUNT \$ 583.60

COMPANY CODE

COST CENTER

EXPENSE CODE

AMOUNT

HR0P

E200

6904

\$ 583.60

Employee Signature

Date

Approved by Name and Title (Please Print)

Approving Signature

Date

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2018-05-10	2018-05-11	2018-05-12				
Accommodations								
Meals	B	\$13.00	\$13.00	\$13.00				
	L	\$15.00	\$15.00	\$15.00				
	S	\$27.00	\$27.00	\$27.00				
Ground Transportation								
Incidentals								
Other		\$ 209.30		\$ 209.30				
Totals		\$ 264.30	\$ 55.00	\$ 264.30				

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).