



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Russell Walker		PERIOD OF TRAVEL From Nov 26, 2019 To Nov 29, 2019	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Ottawa, Ontario	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM November 2019 Board Meeting			

SECTION 2

TRAVEL	AMOUNTS	CLAIM	CHARGED TO HRM
TYPE Air USE DROP DOWN MENU TO SELECT			\$ 493.19 ✓
MILEAGE			
_____ KMS AT _____ PER KM			
_____ KMS AT _____ PER KM			
SECTION 3			
MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions			
ACCOMMODATIONS Fairmont Chateau Laurier	\$ 860.25 ✓		
MEALS 2 Lunch 2 Supper per diem ✓	\$ 84.00		
GROUND TRANSPORTATION Taxi	\$ 171.00 ✓		
INCIDENTALS 4 Days	\$ 40.00		
Total	\$1,155.25	\$1,155.25	
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)			
TOTAL EXPENSES - SECTION 2 + 3		\$1,155.25	\$ 493.19
TOTAL COST THIS CLAIM & CHARGE DIRECT			\$1,648.44

TOTAL TO BE REIMBURSED TO EMPLOYEE \$1,155.25

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING ☐ HRM ☒ Employee AMOUNT \$1,155.25

COMPANY CODE

COST CENTER

EXPENSE CODE

AMOUNT

HR0P

E200

6904

\$1,155.25

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	2019-11-25	2019-11-27	2019-11-26	2019-11-27			
Accommodations		\$ 286.75 ✓	\$ 286.75 ✓	\$ 286.75 ✓				
Meals	B							
	L	\$15.00			\$15.00			
	S	\$27.00	27.00					
Ground Transportation		\$ 103.00			\$ 68.00			
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00			
Other								
Totals		\$ 441.75	\$ 323.75	\$ 296.75	\$ 93.00			

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).