



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Councillor Russell Walker		PERIOD OF TRAVEL From Mar 3, 2020 To Mar 6, 2020	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Saint-Hyacinthe, Quebec	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM 2020 March Board Meeting			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Air USE DROP DOWN MENU TO SELECT			\$ 438.94
MILEAGE			
_____ KMS AT _____ PER KM			
_____ KMS AT _____ PER KM			

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions			
ACCOMMODATIONS			
Sheraton	\$ 589.08		
MEALS			
1 Breakfast, 2 Lunch, 2 Supper	\$ 97.00		
GROUND TRANSPORTATION			
Taxi	\$ 286.00		
INCIDENTALS			
4 Days	\$ 40.00		
Total	\$1,012.08	\$1,012.08	
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)			
Baggage			
		\$ 34.50	
TOTAL EXPENSES - SECTION 2 + 3		\$1,046.58	\$ 438.94
TOTAL COST THIS CLAIM & CHARGE DIRECT			\$1,485.52

TOTAL TO BE REIMBURSED TO EMPLOYEE \$1,046.58

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING ☐ HRM ☒ Employee AMOUNT \$1,046.58

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$1,046.58

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	2020-03-03	2020-03-04	2020-03-05	2020-03-06			
Accommodations		\$ 196.36	\$ 196.36	\$ 196.36				
Meals	B	\$13.00						
	L	\$15.00			\$15.00			
	S	\$27.00	27.00					
Ground Transportation		\$ 218.00			\$ 68.00			
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00			
Other		\$ 34.50						
Totals		\$ 513.86	\$ 233.36	\$ 206.36	\$ 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	\$55.00*

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).