



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

[Empty box]

EMPLOYEE #

[Empty box]

SECTION 1

EMPLOYEE NAME (Please Print) Bill Karsten		PERIOD OF TRAVEL From Sep 21, 2017 To Sep 22, 2017	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Sydney, Nova Scotia	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Cape Breton Regional Municipality Caucus Meeting			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Vehicle MILEAGE			
412 KMS AT 0.46 PER KM	\$ 189.52	\$ 189.52	
412 KMS AT 0.46 PER KM	\$ 189.52	\$ 189.52	

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions	AMOUNTS	CLAIM	CHARGED TO HRM
ACCOMMODATIONS Travelodge Sydney	\$ 171.01		
MEALS 1 Dinner per diem	\$ 27.00		
GROUND TRANSPORTATION			
INCIDENTALS			
Total	\$ 198.01	\$ 198.01	
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)			
TOTAL EXPENSES - SECTION 2 + 3		\$ 577.05	
TOTAL COST THIS CLAIM & CHARGE DIRECT		\$ 577.05	\$ 577.05

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 577.05

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$ 577.05

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$ 577.05

Employee Signature [Redacted] Date [Empty box]

Approved by Name and Title (Please Print) [Empty box]

Approving Signature [Redacted] Date Oct 2, 2017

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2017-09-21	2017-09-22					
Accommodations		\$ 171.01						
Meals	B							
	L							
	S	\$27.00						
Ground Transportation								
Incidentals								
Other		\$ 189.52	\$ 189.52					
Totals		\$ 387.53	\$ 189.52					

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	<u>\$27.00</u>
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).