

For Accounting Use Only

VENDOR #
[]

EMPLOYEE #
[]

SECTION 1

EMPLOYEE NAME (Please Print) Bill Karsten		PERIOD OF TRAVEL From Feb 6, 2018 To Feb 8, 2018	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Ottawa, Ontario	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM 2018 Sustainability Conference			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Air USE DROP DOWN MENU TO SELECT			\$ 400.03
MILEAGE 76 KMS AT 0.46 PER KM	\$ 34.96	\$ 34.96	

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions					
ACCOMODATIONS	The Westin Ottawa	\$ 597.00			
MEALS	3 Dinner per diem	\$ 81.00			
GROUND TRANSPORTATION	Taxi	\$ 85.00			
INCIDENTALS	3 Days	\$ 30.00			
	Total	\$ 793.00	\$ 494.50		\$ 298.50
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)					
	Airport Parking				
	Baggage				
	Conference Fee (6902)		\$ 123.50		\$ 849.76
	TOTAL EXPENSES - SECTION 2 + 3		\$ 652.96		\$ 1,548.29
				TOTAL COST THIS CLAIM & CHARGE DIRECT	\$ 2,201.52

6902

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 652.96

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$ 652.96

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$ 652.96

Employee Signature [Redacted] Date []

Approved by Name and Title (Please Print) [Redacted]

Approving Signature [Redacted] Date [Redacted]

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2018-02-06	2018-02-07	2018-02-08				
Accommodations			\$ 298.50					
Meals	B							
	L							
	S	\$27.00	27.00	\$27.00		\$00.00		
Ground Transportation		\$ 45.00		\$ 40.00				
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00				
Other		\$ 28.75		\$ 28.75				
		\$ 34.96		\$ 66.00				
Totals		\$ 140.71	\$ 335.50	\$ 176.75				

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).