



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Bill Karsten		PERIOD OF TRAVEL From Mar 11, 2019 To Mar 16, 2019	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Penticton, British Columbia	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM 2019 March Board Meeting			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Air USE DROP DOWN MENU TO SELECT	\$1,263.77		\$1,263.77
MILEAGE 68 KMS AT 0.46 PER KM	\$ 31.28 ✓	\$ 31.28	

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions		AMOUNTS	CLAIM	CHARGED TO HRM
ACCOMODATIONS Ramada Penticton		\$ 579.60 ✓		
MEALS 1 Lunch 3 Supper per diem		\$ 96.00 ✓		
GROUND TRANSPORTATION Taxi		\$ 102.05 ✓		
INCIDENTALS 6 Days		\$ 60.00 ✓		
	Total	\$ 837.65 ✓	\$ 837.65	
ELIGIBLE MISCELLANEOUS EXPENSES - NOT INCLUDED ABOVE: (ATTACH RECEIPTS)				
Baggage			\$ 179.00	
Airport Parking				
TOTAL EXPENSES - SECTION 2 + 3			\$1,047.93 ✓	\$1,263.77
TOTAL COST THIS CLAIM & CHARGE DIRECT				\$2,311.70 ✓

TOTAL TO BE REIMBURSED TO EMPLOYEE \$1,047.93

LESS ADVANCE RECEIVED DATED: _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$1,047.93

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$1,047.93

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	2019-03-11	2019-03-12	2019-03-13	2019-03-14	2019-03-15	2019-03-16	
Accommodations		\$ 144.90	\$ 144.90	\$ 144.90	\$ 144.90			
Meals	B							
	L	\$15.00						
	S	\$27.00	27.00	\$27.00		\$00.00		
Ground Transportation		\$ 45.05		\$ 10.00	\$ 25.00	\$ 22.00		
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	
Other		\$ 34.50				\$ 34.50		
		\$ 31.28					\$ 110.00	
Totals		\$ 307.73	\$ 181.90	\$ 191.90	\$ 179.90	\$ 66.50	\$ 120.00	

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)