



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Bill Karsten		PERIOD OF TRAVEL From Sep 10, 2018 To Sep 14, 2018	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Cornwallis, Nova Scotia	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM September 2018 Board Meeting			

SECTION 2

TRAVEL TYPE	USE DROP DOWN MENU TO SELECT	AMOUNTS	CLAIM	CHARGED TO HRM
Vehicle				
MILEAGE	498 KMS AT 0.46 PER KM	\$ 229.08	\$ 229.08	

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions		AMOUNTS	CLAIM	CHARGED TO HRM
ACCOMMODATIONS Annapolis Basin Conference Centre		\$ 593.40		
MEALS 2 Supper per diem		\$ 54.00		
GROUND TRANSPORTATION				
INCIDENTALS 2 days		\$ 20.00		
Total		\$ 667.40	\$ 667.40	
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)				
Airport Parking			\$ 6.00	
TOTAL EXPENSES - SECTION 2 + 3		\$ 902.48		
TOTAL COST THIS CLAIM & CHARGE DIRECT			\$ 902.48	

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 902.48

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$ 902.48

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$ 902.48

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	2018-09-10	2018-09-11	2018-09-12	2018-09-13	2018-09-14		
Accommodations		\$ 148.35	\$ 148.35	\$ 148.35	\$ 148.35			
Meals	B							
	L							
	S	\$27.00	\$00.00			\$27.00		
Ground Transportation								
Incidentals		\$ 10.00	\$ 10.00					
Other		\$ 114.54				\$ 114.54		
		\$ 6.00						
Totals		\$ 305.89	\$ 158.35	\$ 148.35	\$ 148.35	\$ 141.54		

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).