

For Accounting Use Only

VENDOR #

EMPLOYEE #

**SECTION 1**

EMPLOYEE NAME (Please Print) Bill Karsten	PERIOD OF TRAVEL Nov 19 2017 - Nov 24 2017
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050
DESTINATION Ottawa, Ontario	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) November 2017 FCM Board Meeting	

**SECTION 2**

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Air <sup>*</sup> FCM paid for flight <small>USE DROP DOWN MENU TO SELECT</small>			*
MILEAGE 56 KMS AT 0.46 PER KM	\$ 25.76	\$ 25.76	

**SECTION 3**

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions			
ACCOMMODATIONS Fairmont Chateau Laurier		\$1,080.08	
MEALS 3 Dinner per diem		\$ 81.00	
GROUND TRANSPORTATION Taxi		\$ 59.53	
INCIDENTALS 4 days		\$ 20.00	
	Total	\$1,240.61	\$1,240.61
ELIGIBLE MISCELLANEOUS EXPENSES - NOT INCLUDED ABOVE: (ATTACH RECEIPTS)			
Airport Parking			\$ 105.00
TOTAL EXPENSES - SECTION 2 + 3			\$1,371.37

TOTAL COST THIS CLAIM & CHARGE DIRECT \$1,371.37

\$1,371.37

EMPLOYEE TO HRM  Employee \$1,371.37

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HR0P	E200	6904	\$1,371.37

Employee Signature

Date

Approved by Name and Title (Please Print)

Approving Signature

Date

Dec 6, 2017

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2017-11-19	2017-11-20	2017-11-21	2017-11-22	2017-11-23	2017-11-24	
Accommodations		\$ 270.02	\$ 270.02	\$ 270.02	\$ 270.02			
Meals	B							
	L							
	S	\$27.00	27.00			\$27.00		
Ground Transportation		\$ 59.53						
Incidentals		\$ 10.00	\$ 10.00					
Other							\$ 130.76	
Totals		\$ 366.55	\$ 307.02	\$ 270.02	\$ 270.02	\$ 27.00	\$ 130.76	

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).