



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR # [ ]

EMPLOYEE # [ ]

SECTION 1

EMPLOYEE NAME (Please Print) Lorelei Nicoll		PERIOD OF TRAVEL From Nov 9, 2019 To Nov 12, 2019	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Calgary, Alberta	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) CUTA 2019 Annual Conference and Trade Show			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Air USE DROP DOWN MENU TO SELECT			\$ 843.01 ✓
MILEAGE 0.46 KMS AT 70 PER KM	\$ 32.20	\$ 32.20	

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions		AMOUNTS	CLAIM	CHARGED TO HRM
ACCOMODATIONS The Hyatt Regency Calgary		\$ 938.56 ✓		
MEALS 4 Breakfast, 4 Lunch, 4 Supper per diem		\$ 220.00		
GROUND TRANSPORTATION				
INCIDENTALS 4 Days		\$ 40.00		
Total		\$1,198.56	\$1,198.56	
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)				
Conference Fee (6902)				
Airport Parking				
Baggage			\$ 201.00 ✓	\$1,044.75 ✓
TOTAL EXPENSES - SECTION 2+3		\$1,431.76	\$1,431.76	\$1,887.76
TOTAL COST THIS CLAIM & CHARGE DIRECT				\$3,319.52

TOTAL TO BE REIMBURSED TO EMPLOYEE \$1,431.76

LESS ADVANCE RECEIVED DATED: \_\_\_\_\_ AMOUNT \_\_\_\_\_

BALANCE OWING  HRM  Employee AMOUNT \$1,431.76

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$1,431.76

Employee Signature [Redacted] Date [ ]

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

Approving Signature [Redacted] Date [ ]

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2019-11-09	2019-11-10	2019-11-11	2019-11-12	2019-11-13	2019-11-14	2019-11-15
Accommodations		\$ 234.64 ✓	\$ 234.64 ✓	\$ 234.64 ✓	\$ 234.64 ✓			
Meals	B	\$13.00	\$13.00	\$13.00	\$13.00			
	L	\$15.00	\$15.00	\$15.00	\$15.00			
	S	\$27.00	\$27.00	\$27.00	\$27.00			
Ground Transportation								
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00			
Other		\$ 34.50 ✓						
		\$ 32.20						
Totals		\$ 366.34	\$ 299.64	\$ 299.64	\$ 299.64			

Week 2		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2019-11-16						
Accommodations								
Meals	B							
	L							
	S							
Ground Transportation								
Incidentals								
Other		\$ 132.00						
		\$ 34.50						
Totals		\$ 166.50						

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).