



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

Print Form

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Lorelei Nicoll
PERIOD OF TRAVEL From Sep 21, 2017 To Sep 22, 2017
HRM WORK LOCATION 4th Floor, City Hall PHONE # 490-4050
DESTINATION Sydney, Nova Scotia
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Cape Breton Regional Municipality Caucus Meeting

SECTION 2

Table with columns: TRAVEL TYPE, AMOUNTS, CLAIM, CHARGED TO HRM. Includes MILEAGE Passenger w/ Mancini.

SECTION 3

Table with columns: MEALS AND LODGING, ACCOMMODATIONS, MEALS, GROUND TRANSPORTATION, INCIDENTALS, ELIGIBLE MISCELLANEOUS EXPENSES. Totals: \$ 225.01.

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 225.01

LESS: ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING [] HRM [X] Employee AMOUNT \$ 225.01

Table with columns: COMPANY CODE (HROP), COST CENTER (E200), EXPENSE CODE (6904), AMOUNT (\$ 225.01)

Employee Signature [Redacted] Date []

Approved by Name and Title (Please Print) []

Approving Signature [Redacted] Date 02 Oct 2017

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2017-09-21	2017-09-22					
Accommodations		\$ 171.01						
Meals	B							
	L							
	S	\$27.00	27.00					
Ground Transportation								
Incidentals								
Other								
Totals		\$ 198.01	\$ 27.00					

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).