



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 17, 2018 To Nov 21, 2018, HRM WORK LOCATION 4th Floor, City Hall, PHONE # 490-4050, DESTINATION Toronto, Ontario, PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) 2018 CUTA Conference

SECTION 2

Table with columns: TRAVEL TYPE (Air), AMOUNTS, CLAIM, CHARGED TO HRM (\$ 525.34). Includes MILEAGE section with KMS AT and PER KM.

SECTION 3

Table with columns: MEALS AND LODGING (ATTACH RECEIPTS), ACCOMMODATIONS (InterContinental Toronto Centre \$1,557.15), MEALS (1 Breakfast, 1 Lunch, 3 Supper \$109.00), GROUND TRANSPORTATION (Taxi and Train \$34.70), INCIDENTALS (5 Days \$50.00), ELIGIBLE MISCELLANEOUS EXPENSES (Conference Fee \$1130.00 (6902), Baggage Fees (34.50), Airport Parking (\$132.00)), TOTAL EXPENSES - SECTION 2+3 (\$1,917.35), TOTAL COST THIS CLAIM & CHARGE DIRECT (\$3,572.69).

TOTAL TO BE REIMBURSED TO EMPLOYEE \$1,917.35

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

BALANCE OWING [ ] HRM [X] Employee AMOUNT \$1,917.35

Table with columns: COMPANY CODE (HROP), COST CENTER (E200), EXPENSE CODE (6904), AMOUNT (\$1,917.35)

Employee Signature [Redacted] Date [Redacted]

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

Approving Signature [Redacted] Date [Redacted]

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2018-11-17	2018-11-18	2018-11-19	2018-11-20	2018-11-21	2018-11-22	2018-11-24
Accommodations		\$ 311.43	\$ 311.43	\$ 311.43	\$ 311.43	\$ 311.43		
Meals	B		\$13.00					
	L				\$15.00			
	S	\$27.00	27.00			\$27.00		
Ground Transportation		\$ 12.35						\$ 22.35
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
Other		\$ 34.50						\$ 132.00
Totals		\$ 395.28	\$ 361.43	\$ 321.43	\$ 336.43	\$ 348.43		\$ 154.35

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).