

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Councillor Lorelei Nicoll		PERIOD OF TRAVEL From Sep 16, 2018 To Sep 19, 2018	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Ottawa, Ontario	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) CUTA Transit Awareness Days			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Air USE DROP DOWN MENU TO SELECT			\$ 388.53
MILEAGE			
_____ KMS AT _____ PER KM			
_____ KMS AT _____ PER KM			

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions		AMOUNTS	CLAIM	CHARGED TO HRM
ACCOMODATIONS Ottawa Marriott		\$ 760.35		
MEALS 2 Breakfast, 1 Lunch, 2 Supper		\$ 95.00		
GROUND TRANSPORTATION Taxi		\$ 80.00		
INCIDENTALS 3 Days		\$ 30.00		
Total		\$ 920.35 965.35	\$ 965.35	
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)				
Airport Parking			\$ 6.00	
TOTAL EXPENSES - SECTION 2 + 3		\$ 965.35	\$ 965.35	\$ 388.53
TOTAL COST THIS CLAIM & CHARGE DIRECT				\$ 1,353.88

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 965.35

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$ 965.35

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$ 965.35

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	2018-09-16	2018-09-17	2018-09-18	2018-09-19			
Accommodations		\$ 316.13	\$ 222.11	\$ 222.11				
Meals	B			\$13.00	\$13.00			
	L			\$15.00				
	S	\$27.00		\$27.00				
Ground Transportation								
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00				
Other		\$ 45.00			\$ 35.00			
		\$ 3.00			\$ 3.00			
Totals		\$ 401.13	\$ 232.11	\$ 287.11	\$ 51.00			

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 I of claim (specify conversion rate used).