



**OUT OF TOWN  
TRAVEL EXPENSE ACCOUNT**

For Accounting Use Only

VENDOR #  
[ ]

EMPLOYEE #  
[ ]

**SECTION 1**

EMPLOYEE NAME (Please Print) Lorelei Nicoll		PERIOD OF TRAVEL From May 30, 2019 To Jun 3, 2019	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Quebec City, Quebec	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM 2019 Annual Conference & Trade Show			

**SECTION 2**

TRAVEL TYPE	USE DROP DOWN MENU TO SELECT	AMOUNTS	CLAIM	CHARGED TO HRM
MILEAGE	1022 KMS AT 0.46 PER KM	\$ 470.12	\$ 470.12	
	1022 KMS AT 0.46 PER KM	\$ 470.12	\$ 470.12	

**SECTION 3**

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions		AMOUNTS	CLAIM	CHARGED TO HRM
ACCOMODATIONS	The Hilton Quebec	\$1,320.24		
MEALS	5 Breakfast, 4 Supper per diem	\$ 173.00		
GROUND TRANSPORTATION				
INCIDENTALS	5 Days	\$ 50.00		
	<b>Total</b>	<b>\$1,543.24</b>	<b>\$1,235.03</b>	<b>\$ 308.21</b>
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)				
	Conference Fee (E200-6902)			\$1,004.88
<b>TOTAL EXPENSES - SECTION 2 + 3</b>			<b>\$2,175.27</b>	<b>\$1,313.09</b>
				<b>\$3,488.36</b>

TOTAL TO BE REIMBURSED TO EMPLOYEE \$2,175.27

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

BALANCE OWING  HRM  Employee AMOUNT \$2,175.27

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$2,175.27

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	2019-05-30	2019-05-31	2019-06-01	2019-06-02	2019-06-03		
Accommodations			\$ 337.34	\$ 337.34	\$ 337.35			
Meals	B	\$13.00	\$13.00	\$13.00	\$13.00	\$13.00		
	L							
	S	\$27.00	27.00	\$27.00		\$27.00		
Ground Transportation								
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
Other		\$ 470.12				\$ 470.12		
Totals		\$ 520.12	\$ 387.34	\$ 387.34	\$ 360.35	\$ 520.12		

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).