

HALIFAX REGIONAL MUNICIPALITY

OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Tony Mancini		PERIOD OF TRAVEL From Oct 29, 2019 To Nov 1, 2019	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Vancouver, British Columbia	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) 2019 Zero Waste Conference			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Air USE DROP DOWN MENU TO SELECT			\$ 838.86
MILEAGE			
_____ KMS AT _____ PER KM			
_____ KMS AT _____ PER KM			

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions			
ACCOMODATIONS	The Fairmont Waterfront	\$ 948.21	
MEALS	3 Breakfast, 1 Lunch, 2 Supper per diem	\$ 108.00	
GROUND TRANSPORTATION	Taxi	\$ 141.00	
INCIDENTALS	3 Days	\$ 30.00	
	Total	\$1,227.21	\$ 911.14
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)			
	Conference Fee (6902)		\$ 498.75
			\$1,653.68
	TOTAL EXPENSES - SECTION 2 + 3	\$ 911.14	\$2,564.82
TOTAL COST THIS CLAIM & CHARGE DIRECT			\$2,564.82

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 911.14

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$ 911.14

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$ 911.14

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	2019-10-29	2019-10-30	2019-10-31	2019-11-01			
Accommodations			\$ 316.07	\$ 316.07				
Meals	B		\$13.00	\$13.00	\$13.00			
	L				\$15.00			
	S	\$27.00		\$27.00				
Ground Transportation		\$ 40.00			\$ 101.00			
Incidentals			\$ 10.00	\$ 10.00	\$ 10.00			
Other								
Totals		\$ 67.00	\$ 339.07	\$ 366.07	\$ 139.00			

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).