



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

[Empty box]

EMPLOYEE #

[Empty box]

SECTION 1

EMPLOYEE NAME (Please Print) Waye Mason		PERIOD OF TRAVEL Sep 27, 2017 - Sep 29, 2017	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Pictou, Nova Scotia	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Nova Scotia Police Governance			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Vehicle MILEAGE 178 KMS AT 0.46 PER KM	\$ 81.88	\$ 81.88	
178 KMS AT 0.46 PER KM	\$ 81.88	\$ 81.88	

SECTION 3

MEALS AND LODGING (ATTACH RECEIPTS) Please see page 2 for detailed instructions		AMOUNTS	CLAIM	CHARGED TO HRM
ACCOMMODATIONS Pictou Lodge		\$ 453.10		
MEALS 1 Lunch, 1 Dinner per diem		\$ 42.00		
GROUND TRANSPORTATION				
INCIDENTALS 3 Days		\$ 30.00		
Total		\$ 525.10	\$ 525.10	
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)				
TOTAL EXPENSES SECTION 2 + 3			\$ 688.86	
TOTAL COST THIS CLAIM & CHARGE DIRECT			\$ 688.86	

HRM  Employee \$ 688.86

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HR0P	E110	6902	\$ 688.86

Employee Signature

[Redacted Signature]

Date

Oct 2/17

Approved by Name and Title (Please Print)

[Redacted Name and Title]

Approving Signature

[Redacted Signature]

Date

Oct 2, 17

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2017-09-27	2017-09-28	2017-09-29				
Accommodations		\$ 226.55	\$ 226.55					
Meals	B							
	L			\$15.00				
	S	\$27.00						
Ground Transportation								
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00				
Other		\$ 81.88		\$ 81.88				
Totals		\$ 345.43	\$ 236.55	\$ 106.88				

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).