



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR # [ ]

EMPLOYEE # [ ]

SECTION 1

EMPLOYEE NAME (Please Print) Waye Mason		PERIOD OF TRAVEL From Sep 13, 2017 To Sep 15, 2017	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Membertou, Cape Breton, Nova Scotia	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Truth and Reconciliation Conference			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Vehicle MILEAGE 808 KMS AT 0.46 PER KM	\$ 371.68	\$ 371.68	

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions			
ACCOMODATIONS			
MEALS			
GROUND TRANSPORTATION			
INCIDENTALS			
Total			
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)			
TOTAL EXPENSES - SECTION 2 + 3		\$ 371.68	

TOTAL COST THIS CLAIM & CHARGE DIRECT \$ 371.68

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 371.68

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

BALANCE OWING  HRM  Employee AMOUNT \$ 371.68

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$ 371.68

Employee Signature [Redacted]

Date [ ]

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

Approving Signature [Redacted]

Date Sept 25, 2017