



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Waye Mason
PERIOD OF TRAVEL From May 10, 2018 To May 12, 2018
HRM WORK LOCATION 4th Floor, City Hall PHONE # 490-4050
DESTINATION Yarmouth, Nova Scotia
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) UNSM Spring Conference 2018

SECTION 2

Table with columns: TRAVEL TYPE, AMOUNTS, CLAIM, CHARGED TO HRM. Includes Vehicle mileage: 632 KMS AT 0.46 PER KM, \$ 290.72.

SECTION 3

Table with columns: MEALS AND LODGING, ACCOMODATIONS, MEALS, GROUND TRANSPORTATION, INCIDENTALS, ELIGIBLE MISCELLANEOUS EXPENSES. Includes Rodd Grand Yarmouth \$ 278.30, 3 Breakfast, 2 Lunch, 1 Supper per diem \$ 96.00, 3 Days \$ 30.00, Conference Fee E200 6902. Total expenses \$ 695.02. Total cost this claim & charge direct \$ 1,022.02.

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 695.02

LESS ADVANCE RECEIVED DATED AMOUNT

BALANCE OWING [ ] HRM [X] Employee AMOUNT \$ 695.02

Table with columns: COMPANY CODE (HROP), COST CENTER (E200), EXPENSE CODE (6904), AMOUNT (\$ 695.02)

Employee Signature [Redacted] Date [Redacted]
Approved by Name and Title (Please Print) [Redacted]
Approving Signature [Redacted] Date [Redacted]

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2018-05-10	2018-05-11	2018-05-12				
Accommodations		\$ 139.15	\$ 139.15					
Meals	B	\$13.00	\$13.00	\$13.00				
	L	\$15.00		\$15.00				
	S	\$27.00						
Ground Transportation								
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00				
Other		\$ 145.36		\$ 145.36				
Totals		\$ 349.51	\$ 162.15	\$ 183.36				

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).