



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Councillor Russell Walker
PERIOD OF TRAVEL From Sep 21, 2017 To Sep 22, 2017
HRM WORK LOCATION 4th Floor, City Hall PHONE # 490-4050
DESTINATION Sydney, Nova Scotia
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Cape Breton Regional Municipality Caucus Meeting

SECTION 2

Table with columns: TRAVEL TYPE, AMOUNTS, CLAIM, * CHARGED TO HRM. Includes handwritten notes: 'passenger with hostess'.

SECTION 3

Table with columns: MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions, ACCOMODATIONS, MEALS, GROUND TRANSPORTATION, INCIDENTALS, ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS). Includes handwritten entries: 'Travelodge Sydney', '1 Lunch, 1 Supper per diem', '2 Days'.

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 211.38

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING [] HRM [X] Employee AMOUNT \$ 211.38

Table with columns: COMPANY CODE, COST CENTER, EXPENSE CODE, AMOUNT. Values: HROP, E200, 6904, \$ 211.38

Employee Signature [Redacted] Date [Redacted]

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

Approving Signature [Redacted] Date Sept 25, 2017

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2017-09-21	2017-09-22					
Accommodations		\$ 149.38						
Meals	B							
	L	\$15.00						
	S		27.00					
Ground Transportation								
Incidentals		\$ 10.00	\$ 10.00					
Other								
Totals		\$ 174.38	\$ 37.00					

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).