



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 11, 2017 To Sep 16, 2017
HRM WORK LOCATION 4th Floor, City Hall PHONE # 490-4050
DESTINATION Fort McMurray, Alberta
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) September 2017 FCM Board Meeting

SECTION 2

Table with columns: TRAVEL TYPE, AMOUNTS, CLAIM, CHARGED TO HRM. Includes Air travel and Mileage sections.

SECTION 3

Table with columns: MEALS AND LODGING, ACCOMMODATIONS, MEALS, GROUND TRANSPORTATION, INCIDENTALS, ELIGIBLE MISCELLANEOUS EXPENSES. Includes items like Nomad Hotel & Suites, Breakfast, Lunch, Supper per diem, and Luggage.

TOTAL TO BE REIMBURSED TO EMPLOYEE \$1,053.05

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING [] HRM [X] Employee AMOUNT \$1,053.05

Table with columns: COMPANY CODE (HROP), COST CENTER (E200), EXPENSE CODE (6904), AMOUNT (\$1,053.05)

Employee Signature [Redacted] Date Sept. 25, 2017

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	2017-09-11	2017-09-12	2017-09-13	2017-09-14	2017-09-15	2017-09-16	
Accommodations		\$ 151.51	\$ 151.51	\$ 151.51	\$ 151.51	\$ 151.51		
Meals	B	\$13.00	\$13.00		\$13.00		\$13.00	
	L	\$15.00	\$15.00				\$15.00	
	S	\$27.00		\$27.00		\$27.00		
Ground Transportation								
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	
Other		\$ 28.75					\$ 28.75	
Totals		\$ 245.26	\$ 189.51	\$ 188.51	\$ 174.51	\$ 188.51	\$ 66.75	

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).