



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Russell Walker
PERIOD OF TRAVEL From Nov 19, 2018 To Nov 23, 2018
HRM WORK LOCATION 4th Floor, City Hall
PHONE #
DESTINATION Ottawa, Ontario
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM 2018 November Board Meeting

SECTION 2

Table with columns: TRAVEL TYPE, AMOUNTS, CLAIM, CHARGED TO HRM. Includes Air travel entry for \$551.83.

SECTION 3

Table with columns: MEALS AND LODGING, ACCOMODATIONS, MEALS, GROUND TRANSPORTATION, INCIDENTALS, ELIGIBLE MISCELLANEOUS EXPENSES. Includes entries for Fairmont Chateau Laurier, meals, taxi, and baggage.

TOTAL TO BE REIMBURSED TO EMPLOYEE \$1,439.90

LESS: ADVANCE RECEIVED DATED: AMOUNT

BALANCE OWING [] HRM [X] Employee AMOUNT \$1,439.90

Table with columns: COMPANY CODE (HROP), COST CENTER (E200), EXPENSE CODE (6904), AMOUNT (\$1,439.90)

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	2018-11-19	2018-11-20	2018-11-21	2018-11-22	2018-11-23		
Accommodations		\$ 272.65	\$ 272.65	\$ 272.65	\$ 272.65			
Meals	B				\$13.00			
	L	\$15.00				\$15.00		
	S	\$27.00	27.00		\$27.00			
Ground Transportation		\$ 106.30						
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
Other		\$ 34.50				\$ 34.50		
Totals		\$ 465.45	\$ 309.65	\$ 282.65	\$ 322.65	\$ 59.50		

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	\$55.00*

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).