



**OUT OF TOWN TRAVEL EXPENSE ACCOUNT**

For Accounting Use Only

VENDOR #

EMPLOYEE #

**SECTION 1**

|  |                     |  |  |
|--|---------------------|--|--|
| EMPLOYEE NAME (Please Print)<br>Councillor Russell Walker  |                     | PERIOD OF TRAVEL<br>From May 30, 2019 To Jun 3, 2019 |  |
| HRM WORK LOCATION<br>4th Floor, City Hall  | PHONE #<br>490-4050 | DESTINATION<br>Quebec City, Quebec                   |  |
| PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC)<br>FCM 2019 Annual Conference & Tradeshow |                     |  |  |

**SECTION 2**

| TRAVEL TYPE                      | AMOUNTS  | CLAIM    | CHARGED TO HRM |
|----------------------------------|----------|----------|----------------|
| Air USE DROP DOWN MENU TO SELECT |          |          | \$ 969.15      |
| MILEAGE<br>50 KMS AT 0.46 PER KM | \$ 23.00 | \$ 23.00 |                |

**SECTION 3**

| MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions |   |                   |  |                   |
|--|---|-------------------|--|-------------------|
| ACCOMMODATIONS   | The Hilton Quebec                       | \$1,164.60        |  |                   |
| MEALS  | 1 Breakfast, 1 Lunch, 2 Supper per diem | \$ 82.00          |  |                   |
| GROUND TRANSPORTATION  | Taxi                                    | \$ 80.00          |  |                   |
| INCIDENTALS  | 5 Days                                  | \$ 50.00          |  |                   |
|  | <b>Total</b>                            | <b>\$1,376.60</b> | <b>\$1,085.05</b>                                | <b>\$ 291.55</b>  |
| ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)           |   |                   |  |                   |
|  | Airport Parking                         |                   |  |                   |
|  | Conference Fee (E200-6902)              |                   | \$ 102.00  | \$1,004.88        |
| <b>TOTAL EXPENSES - SECTION 2 + 3</b>  |   |                   | <b>\$1,210.05</b>                                | <b>\$2,265.58</b> |
|  |   |                   | <b>TOTAL COST THIS CLAIM &amp; CHARGE DIRECT</b> | <b>\$3,475.63</b> |

TOTAL TO BE REIMBURSED TO EMPLOYEE \$1,210.05

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

BALANCE OWING  HRM  Employee AMOUNT \$1,210.05

| COMPANY CODE | COST CENTER | EXPENSE CODE | AMOUNT     |
|--------------|-------------|--------------|------------|
| HROP         | E200        | 6904         | \$1,210.05 |

Employee Signature  Date

Approved by Name and Title (Please Print)

Approving Signature  Date

| Week 1                |            | Day 1      | Day 2      | Day 3      | Day 4      | Day 5      | Day 6 | Day 7 |
|-----------------------|------------|------------|------------|------------|------------|------------|-------|-------|
| Date                  | YYYY-MM-DD | 2019-05-30 | 2019-05-31 | 2019-06-01 | 2019-06-02 | 2019-06-03 |       |       |
| Accommodations        |            |            | \$ 291.15  | \$ 291.15  | \$ 291.15  |            |       |       |
| Meals                 | B          |            |            |            |            | \$13.00    |       |       |
|                       | L          | \$15.00    |            |            |            |            |       |       |
|                       | S          | \$27.00    |            | \$27.00    |            |            |       |       |
| Ground Transportation |            | \$ 40.00   |            |            |            | \$ 40.00   |       |       |
| Incidentals           |            | \$ 10.00   | \$ 10.00   | \$ 10.00   | \$ 10.00   | \$ 10.00   |       |       |
| Other                 |            | \$ 11.50   |            |            |            | \$ 102.00  |       |       |
|                       |            |            |            |            |            | \$ 11.50   |       |       |
| Totals                |            | \$ 103.50  | \$ 301.15  | \$ 328.15  | \$ 301.15  | \$ 176.55  |       |       |

| 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        | <u>\$27.00</u>  |
| 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 I of claim (specify conversion rate used).