



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 Mar 11, 2019 To Mar 16, 2019
HRM WORK LOCATION 4th Floor, City Hall PHONE # 490-4050 DESTINATION Penticton, British Columbia
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM 2019 March Board Meeting

SECTION 2

Table with columns: TRAVEL TYPE (Air), AMOUNTS (\$1,263.77), CLAIM, CHARGED TO HRM (\$1,263.77). Includes MILEAGE section with handwritten notes.

SECTION 3

Table with columns: MEALS AND LODGING, ACCOMODATIONS (Ramada Penticton \$579.60), MEALS (3 Breakfast, 2 Lunch, 4 Supper per diem \$177.00), GROUND TRANSPORTATION (Traveled w/ Councillor Karsten), INCIDENTALS (6 Days \$60.00), TOTAL EXPENSES - SECTION 2 + 3 (\$885.60), TOTAL COST THIS CLAIM & CHARGE DIRECT (\$2,149.37).

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 885.60

LESS: ADVANCE RECEIVED DATED: AMOUNT

BALANCE OWING [] HRM [X] Employee AMOUNT \$ 885.60

Table with columns: COMPANY CODE (HROP), COST CENTER (E200), EXPENSE CODE (6904), AMOUNT (\$ 885.60)

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	2019-03-11	2019-03-12	2019-03-13	2019-03-14	2019-03-15	2019-03-16	
Accommodations		\$ 144.90	\$ 144.90	\$ 144.90	\$ 144.90			
Meals	B	\$13.00	\$13.00		\$13.00			
	L	\$15.00	\$15.00					
	S	\$27.00	27.00	\$27.00		\$27.00		
Ground Transportation								
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	
Other		\$ 34.50				\$ 34.50		
Totals		\$ 244.40	\$ 209.90	\$ 181.90	\$ 167.90	\$ 71.50	\$ 10.00	

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).