



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

Print Form

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Councillor Russell Walker
PERIOD OF TRAVEL From Sep 11, 2018 To Sep 14, 2018
HRM WORK LOCATION 4th Floor, City Hall PHONE # 902-490-4050 DESTINATION Cornwallis, Nova Scotia
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM 2018 September Board Meeting

SECTION 2

Table with columns: TRAVEL TYPE, AMOUNTS, CLAIM, CHARGED TO HRM. Row 1: Vehicle, 500 KMS AT 0.46 PER KM, \$ 230.00, \$ 230.00

SECTION 3

Table with columns: MEALS AND LODGING, ACCOMMODATIONS, MEALS, GROUND TRANSPORTATION, INCIDENTALS, ELIGIBLE MISCELLANEOUS EXPENSES. Total expenses: \$ 527.05. TOTAL EXPENSES - SECTION 2 + 3: \$ 757.05. TOTAL COST THIS CLAIM & CHARGE DIRECT: \$ 757.05

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 757.05

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING [] HRM [X] Employee AMOUNT \$ 757.05

Table with columns: COMPANY CODE, COST CENTER, EXPENSE CODE, AMOUNT. Values: HROP, E200, 6904, \$ 757.05

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	2018-09-11	2018-09-12	2018-09-13	2018-09-14			
Accommodations		\$ 148.35	\$ 148.35	\$ 148.35				
Meals	B							
	L	\$15.00						
	S	\$27.00						
Ground Transportation								
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00			
Other		\$ 115.00			\$ 115.00			
Totals		\$ 315.35	\$ 158.35	\$ 158.35	\$ 125.00			

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).