

HALIFAX REGIONAL MUNICIPALITY

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 5, 2018 To Mar 9, 2018	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 902-490-4050	DESTINATION Laval, Quebec	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) March 2018 FCM Board Meeting			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Air USE DROP DOWN MENU TO SELECT	\$ 393.58		\$ 393.58
MILEAGE <i>Travelled to airport with karsten</i>			
_____ KMS AT _____ PER KM			
_____ KMS AT _____ PER KM			

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions		AMOUNTS	CLAIM	CHARGED TO HRM
ACCOMODATIONS Sheraton Laval		\$ 733.04		
MEALS 2 Breakfasts, 2 Lunch, 2 Dinner per diem		\$ 110.00		
GROUND TRANSPORTATION Travelled with Bill				
INCIDENTALS 5 Days		\$ 50.00		
	Total	\$ 893.04	\$ 893.04	
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)				
Raggage				
			\$ 57.50	\$ 393.58
TOTAL EXPENSES - SECTION 2 + 3		\$ 950.54	\$ 950.54	\$ 393.58
TOTAL COST THIS CLAIM & CHARGE DIRECT				\$ 1,344.12

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 950.54

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$ 950.54

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$ 950.54

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	2018-03-05	2018-03-06	2018-03-07	2018-03-08	2018-03-09		
Accommodations		\$ 183.26	\$ 183.26	\$ 183.26	\$ 183.26			
Meals	B		\$13.00		\$13.00			
	L		\$15.00			\$15.00		
	S	\$27.00	27.00					
Ground Transportation								
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
Other		\$ 28.75				\$ 28.75		
Totals		\$ 249.01	\$ 248.26	\$ 193.26	\$ 206.26	\$ 53.75		

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).