



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 May 10, 2018 To May 12, 2018 | |
| HRM WORK LOCATION 4th Floor, City Hall | PHONE # 490-4050 | DESTINATION Yarmouth, Nova Scotia | |
| PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Nova Scotia Federation of Municipalities Spring Conference 2018 | | | |

SECTION 2

| TRAVEL TYPE | AMOUNTS | CLAIM | CHARGED TO HRM |
|---|-----------|-----------|----------------|
| Vehicle <small>USE DROP DOWN MENU TO SELECT</small> | | | |
| MILEAGE 600 KMS AT 0.46 PER KM | \$ 276.00 | \$ 276.00 | |
| _____ KMS AT _____ PER KM | | | |

SECTION 3

| MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions | | AMOUNTS | CLAIM | CHARGED TO HRM |
|--|--|-----------|-----------|------------------|
| ACCOMMODATIONS Rodd Grand Yarmouth | | \$ 278.30 | | |
| MEALS 2 Breakfast, 1 lunch, 1 Supper | | \$ 68.00 | | |
| GROUND TRANSPORTATION | | | | |
| INCIDENTALS 3 Days | | \$ 30.00 | | |
| Total | | \$ 376.30 | \$ 376.30 | |
| ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS) | | | | |
| Conference Fee (6902) | | | | |
| TOTAL EXPENSES - SECTION 2 + 3 | | \$ 652.30 | | \$ 327.00 |
| | | | | \$ 327.00 (6902) |
| TOTAL COST THIS CLAIM & CHARGE DIRECT | | | \$ 979.30 | |

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 652.30

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$ 652.30

| COMPANY CODE | COST CENTER | EXPENSE CODE | AMOUNT |
|--------------|-------------|--------------|-----------|
| HROP | E200 | 6904 | \$ 652.30 |

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 | 2018-05-10 | 2018-05-11 | 2018-05-12 | | | | |
| Accommodations | | \$ 139.15 | \$ 139.15 | | | | | |
| Meals | B | | \$13.00 | \$13.00 | | | | |
| | L | | | \$15.00 | | | | |
| | S | \$27.00 | | | | | | |
| Ground Transportation | | | | | | | | |
| Incidentals | | \$ 10.00 | \$ 10.00 | \$ 10.00 | | | | |
| Other | | \$ 138.00 | | \$ 138.00 | | | | |
| Totals | | \$ 314.15 | \$ 162.15 | \$ 176.00 | | | | |

| 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).