



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Russell Walker
PERIOD OF TRAVEL From Nov 20, 2017 To Nov 24, 2017
HRM WORK LOCATION 4th Floor, City Hall PHONE # 490-4050
DESTINATION Ottawa, Ontario
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM 2017 November Board Meeting

SECTION 2

Table with 4 columns: TRAVEL TYPE, AMOUNTS, CLAIM, CHARGED TO HRM. Row 1: Air, \$461.22, \$461.22.

SECTION 3

Table with 4 columns: MEALS AND LODGING, ACCOMODATIONS, MEALS, GROUND TRANSPORTATION, INCIDENTALS, ELIGIBLE MISCELLANEOUS EXPENSES. Includes rows for Fairmont Chateau Laurier, Taxi, and Baggage.

TOTAL TO BE REIMBURSED TO EMPLOYEE \$1,503.91

LESS ADVANCE RECEIVED DATED AMOUNT

BALANCE OWING [] HRM [X] Employee AMOUNT \$1,503.91

Table with 4 columns: COMPANY CODE (HROP), COST CENTER (E200), EXPENSE CODE (6904), AMOUNT (\$1,503.91)

Employee Signature [Redacted] Date [Redacted]

Approved by Name and Title (Please Print) [Redacted]

Approving Signature [Redacted] Date Dec 4, 2017

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2017-11-20	2017-11-21	2017-11-22	2017-11-23	2017-11-24		
Accommodations		\$ 270.02	\$ 270.02	\$ 270.02	\$ 270.02			
Meals	B	\$13.00			\$13.00			
	L	\$15.00						
	S	\$27.00	27.00		\$27.00	\$27.00		
Ground Transportation		\$ 35.00				\$ 130.00		
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
Other		\$ 28.75				\$ 31.08		
Totals		\$ 398.77	\$ 307.02	\$ 280.02	\$ 320.02	\$ 198.08		

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 1 of claim (specify conversion rate used).