



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR # []

EMPLOYEE # []

SECTION 1

EMPLOYEE NAME (Please Print) Lorelei Nicoll		PERIOD OF TRAVEL From May 13, 2017 To May 17, 2017	
HRM WORK LOCATION Councillor's Office, City Hall	PHONE # 490-4050	DESTINATION Montreal, Quebec	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Canadian Urban Transit Association 2017 Annual Conference			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Air USE DROP DOWN MENU TO SELECT \$ 446.48			\$ 446.48
MILEAGE 70.6 KMS AT 0.46 PER KM \$ 32.48		\$ 32.48	

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions			
ACCOMODATIONS The Westin Montreal	\$1,541.05		
MEALS 4 Breakfast, 1 Lunch, 5 Supper per diem	\$ 202.00		
GROUND TRANSPORTATION Taxi	\$ 95.00		
INCIDENTALS 5 Days	\$ 50.00		
Total	\$1,888.05	\$1,579.84	\$ 308.21
ELIGIBLE MISCELLANEOUS EXPENSES - NOT INCLUDED ABOVE: (ATTACH RECEIPTS)			
Airport Parking			
Baggage			
Conference Fee		\$ 162.50	\$1,645.20 - 6902
TOTAL EXPENSES - SECTION 2 + 3		\$1,774.82	\$2,399.89
		TOTAL COST THIS CLAIM & CHARGE DIRECT	\$4,174.71

TOTAL TO BE REIMBURSED TO EMPLOYEE \$1,774.82

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$1,774.82

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$1,774.82

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	2017-05-13	2017-05-14	2017-05-15	2017-05-16	2017-05-17		
Accommodations		\$ 308.21	\$ 308.21	\$ 308.21	\$ 308.21	\$ 308.21		
Meals	B		\$13.00	\$13.00	\$13.00	\$13.00		
	L		\$15.00					
	S	\$27.00	27.00	\$27.00	\$27.00	\$27.00		
Ground Transportation		\$ 48.00				\$ 47.00		
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
Other								
Totals		\$ 393.21	\$ 373.21	\$ 358.21	\$ 358.21	\$ 405.21		

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).

