



**OUT OF TOWN TRAVEL EXPENSE ACCOUNT**

For Accounting Use Only

VENDOR #

EMPLOYEE #

**SECTION 1**

EMPLOYEE NAME (Please Print) David Hendsbee		PERIOD OF TRAVEL From Jun 1, 2017 To Jun 5, 2017	
HRM WORK LOCATION Councillor's Office, City Hall	PHONE # 902-490-4050	DESTINATION Ottawa, Ontario	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM 2017 Annual Conference			

**SECTION 2**

TRAVEL TYPE	USE DROP DOWN MENU TO SELECT	AMOUNTS	CLAIM	CHARGED TO HRM
Air				\$ 405.78
MILEAGE				
	31 KMS AT 0.46 PER KM	\$ 14.26	\$ 14.26	
	31 KMS AT 0.46 PER KM	\$ 14.26	\$ 14.26	

**SECTION 3**

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions					
ACCOMMODATIONS The Westin Ottawa				\$1,117.36	
MEALS					
GROUND TRANSPORTATION Bus Fare & Taxi				\$ 41.80	
INCIDENTALS 5 days				\$ 50.00	
Total				\$1,237.68	\$ 91.80
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)					
Conference Fee (6902)					
Baggage Fees					
Airport Parking				\$ 132.50	\$1,002.31
TOTAL EXPENSES - SECTION 2 + 3				\$ 252.82	\$2,525.45
TOTAL COST THIS CLAIM & CHARGE DIRECT					\$2,778.27

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 252.82

LESS ADVANCE RECEIVED DATED \_\_\_\_\_ AMOUNT \_\_\_\_\_

BALANCE OWING  HRM  Employee AMOUNT \$ 252.82

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HR0P	E200	6904	\$ 252.82

Employee Signature

Date June 13/17

Approved by Name and Title (Please Print)

Approving Signature

Date June 14/17

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2017-06-01	2017-06-02	2017-06-03	2017-06-04	2017-06-05		
Accommodations								
Meals	B							
	L							
	S							
Ground Transportation		\$ 6.80				\$ 35.00		
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
Other		\$ 28.75				\$ 28.75		
		\$ 14.26				\$ 89.26		
<b>Totals</b>		<b>\$ 59.81</b>	<b>\$ 10.00</b>	<b>\$ 10.00</b>	<b>\$ 10.00</b>	<b>\$ 163.01</b>		

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								
<b>Totals</b>								

Accommodations: Detailed receipts required

Meals: Per diem reimbursement (no receipts required) inclusive of tax & gratuities

Breakfast	\$13.00
Lunch	\$15.00
Supper	\$27.00
<b>DAILY MAXIMUM</b>	<b>\$55.00*</b>

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).