



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

Print Form

For Accounting Use Only

VENDOR # []

EMPLOYEE # []

SECTION 1

EMPLOYEE NAME (Please Print) Waye Mason		PERIOD OF TRAVEL From 28/04/2017 To 28/04/2017	
HRM WORK LOCATION City Hall	PHONE # 490-8462	DESTINATION Oak Island Inn	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) UNSM South Shore HRM Meeting			

SECTION 2

TRAVEL TYPE	USE DROP DOWN MENU TO SELECT	AMOUNTS	CLAIM	CHARGED TO HRM
MILEAGE	152 KMS AT 0.46 PER KM	\$ 71.76	\$ 71.76	

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions			
ACCOMMODATIONS			
MEALS			
GROUND TRANSPORTATION			
INCIDENTALS			
Total			
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)			
TOTAL EXPENSES - SECTION 2 + 3			\$ 71.76
TOTAL COST THIS CLAIM & CHARGE DIRECT			71.76

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 71.76

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$ 71.76

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HR0P	E200	6904	\$ 71.76

Employee Signature [Redacted] Date []

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							
Accommodations								
Meals	B							
	L							
	S							
Ground Transportation								
Incidentals								
Other								
Totals								

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:

Incidentals: Daily rate \$10.00 (no receipts required)