



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR # []

EMPLOYEE # []

SECTION 1

EMPLOYEE NAME (Please Print) Russell Walker		PERIOD OF TRAVEL From May 10th, 2017 To May 12th, 2017	
HRM WORK LOCATION Councillor's Office	PHONE # 490-4050	DESTINATION Antigonish, Nova Scotia	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) UNSM Spring Conference			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Vehicle MILEAGE 455 KMS AT 0.46 PER KM	\$ 209.30	\$ 209.30	

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions			
ACCOMMODATIONS St. Francis Xavier Governors Hall		\$ 243.80	
MEALS 2 lunch, 2 supper per diem		\$ 84.00	
GROUND TRANSPORTATION			
INCIDENTALS 3 days		\$ 30.00	
	Total		\$ 357.80
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)			
TOTAL EXPENSES - SECTION 2 + 3			\$ 567.10
TOTAL COST THIS CLAIM & CHARGE DIRECT			

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 567.10

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$ 567.10

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$ 567.10

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	10/05/2017	11/05/2017	12/05/2017				
Accommodations		\$ 121.90	\$ 121.90					
Meals	B	\$00.00	\$00.00					
	L	\$15.00	\$00.00	\$15.00				
	S	\$27.00	27.00					
Ground Transportation								
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00				
Other								
Totals		\$ 173.90	\$ 158.90	\$ 25.00				

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).