



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Russell Walker		PERIOD OF TRAVEL From Mar 13, 2017 To Mar 18, 2017	
HRM WORK LOCATION Councillor's Office	PHONE # 490-4050	DESTINATION Whistler, British Columbia	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM Board of Directors Meeting			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Air USE DROP DOWN MENU TO SELECT	\$1,007.11		\$1,007.11
MILEAGE			
_____ KMS AT _____ PER KM			
_____ KMS AT _____ PER KM			

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions			
ACCOMODATIONS Westin Hotels & Resorts	\$1,168.40		
MEALS 4 breakfast 2 lunch and 3 dinner per diem	\$ 163.00		
GROUND TRANSPORTATION Return Shuttle			
INCIDENTALS 5 Days	\$ 50.00		
Total		\$1,381.40	\$ 144.90
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)			
Raggage		\$ 57.50	
TOTAL EXPENSES - SECTION 2 + 3		\$1,438.90	\$1,152.01
		TOTAL COST THIS CLAIM & CHARGE DIRECT	\$2,590.91

TOTAL TO BE REIMBURSED TO EMPLOYEE \$1,438.90

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$1,438.90

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$1,438.90

Employee Signature Russell Walker

Date March 23, 2017

Approved by Name and Title (Please Print) _____

Approving Signature _____

Date _____

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2017-03-13	2017-03-14	2017-03-15	2017-03-16	2017-03-17	2017-03-18	
Accommodations		\$ 292.10	\$ 292.10	\$ 292.10	\$ 292.10			
Meals	B	\$13.00	\$13.00		\$13.00		\$13.00	
	L	\$15.00	\$15.00					
	S	\$27.00	27.00			\$27.00		
Ground Transportation								
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
Other								
Totals		\$ 357.10	\$ 357.10	\$ 302.10	\$ 315.10	\$ 37.00	\$ 13.00	

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).