

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	2017-07-03	2017-06-04			
Accommodations			\$ 279.34	\$ 279.34				
Meals	B	\$13.00						
	L	\$15.00						
	S	\$27.00	27.00	\$27.00				
Ground Transportation		\$ 60.00			\$ 14.33			
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00			
Other								
Totals		\$ 125.00	\$ 316.24	\$ 316.24	\$ 24.33			

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).