				·	· Print For
HALIFA REGIONAL MUNICIP VENDOR#	OUT OF TOWN TRAVEL EXPEN	ISE ACCOUN		unting Use Only	
SECTION 1	19				
EMPLOYEE NAME (Please	Print)		PERIOD OF TRAVEL	We Alexander	
Waye Mason HRM WORK LOCATION		PHONE #	From Jun 1, 201 DESTINATION	7 то	Jun 4, 2017
4th Floor, City Hall	FERENCE, COURSE, NAME OF ORGANI	490-4050	Ottawa, Ontario		
FCM 2017 Annual C					
ECTION 2				·	
RAVEL	75		AMOUNTS	CLAIM	CHARGED TO HR
YPE Air	USE DROP DOV	VI MENU TO SELECT	\$ 366.66		\$ 366.66
ILEAGE			- 300,00		3 300.00
	KMS AT	PER KM			-
	KMS AT	PER KM		13	
ECTION 3					
MEALS AND LODGING: (ATTA	CH RECEIPTS) Please see page 2 for	detailed instructions			
CCOMODATIONS	AB		·		
	stin Ottawa		\$ 838.02	_	
EALS 1 Break ROUND TRANSPORTATION	fast, I Lunch, 3 Month Sum	vel .	\$ 109.00	_	
EALS 1 Break ROUND TRANSPORTATION Taxi CIDENTALS	11 2	yd	\$ 109.00 / \$ 74.33	-	
EALS 1 Break ROUND TRANSPORTATION Taxi	11 2		\$ 109.00 \square \$ 74.33 \$ 40.00		
EALS 1 Break ROUND TRANSPORTATION Taxi CIDENTALS 4 days	fast, I Lunch 3 Monts Supp	Total	\$ 109.00 / \$ 74.33	\$ 782.01	\$ 279.34
EALS 1 Break ROUND TRANSPORTATION Taxi CIDENTALS 4 days	11 2	Total	\$ 109.00 \square \$ 74.33 \$ 40.00	\$ 782.01	\$ 279.34
EALS 1 Break ROUND TRANSPORTATION Taxi CIDENTALS 4 days	fast, I Lunch 3 Monts Supp	Total	\$ 109.00 \square \$ 74.33 \$ 40.00	\$ 782.01	\$ 279.34
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EALS 1 Break ROUND TRANSPORTATION Taxi CIDENTALS 4 days	fast, I Lunch 3 Monts Supp	Total	\$ 109.00 \$ 74.33 \$ 40.00 \$1,061.35 \$ XPENSES - SECTION 2+3		\$ 646.00
EALS 1 Break ROUND TRANSPORTATION Taxi CIDENTALS 4 days	fast, I Lunch 3 Monts Supp	Total ITACH RECEIPTS } TOTAL E.	\$ 109.00 \$ 74.33 \$ 40.00 \$1,061.35 \$ XPENSES - SECTION 2+3	\$ 782.01 THIS CLAIM & CHARGE DIRE	\$ 646.00
EALS 1 Break ROUND TRANSPORTATION Taxi CIDENTALS 4 days	fast, I Lunch 3 Monts Supp	TOTAL TO BE	\$ 109.00 \$ 74.33 \$ 40.00 \$1,061.35 XPENSES - SECTION 2+3	\$ 782.01 THIS CLAIM & CHARGE DIRE \$ 782.01	\$ 646.00
EALS 1 Break ROUND TRANSPORTATION Taxi CIDENTALS 4 days	Fast, 1 Lunch, 3 Ments Suff	TOTAL E	\$ 109.00	\$ 782.01 THIS CLAIM & CHARGE DIRE \$ 782.01	\$ 646.00
EALS 1 Break ROUND TRANSPORTATION Taxi CIDENTALS 4 days	ESS ADVANCE RECEIVED	TOTAL E	\$ 109.00	\$ 782.01 THIS CLAIM & CHARGE DIRE \$ 782.01 \$ 1,100.00	\$ 646.00
EALS 1 Break ROUND TRANSPORTATION Taxi CIDENTALS 4 days LIGIBLE MISCELLANEOUS E.	ESS ADVANCE RECEIVED	TOTAL E. TOTAL TO BE	\$ 109.00	\$ 782.01 THIS CLAIM & CHARGE DIRE \$ 782.01 \$ 1,100.00	\$ 646.00

Date

Approved by Name and Title (Please Print)

Approving Signature

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					
		В	\$13.00						
Meals .	_	L	\$15.00						
		5	\$27.00	27.00	\$27.00				
Ground Tran	sportation		\$ 60.00			\$ 14.33	00		
Incidentals			\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00			10)
Other						121			
	'n								
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							
Accommo	odations						-	
	B B		25 _1		101			
Meals	L		-					
	5							
Ground Ti	ransportation							
Incidental	ls							
Other								
				The state of the s	-			
Totals					_	v =		

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
 \$55.00*

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).