



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Lindell Smith
PERIOD OF TRAVEL From Sep 21, 2017 To Sep 22, 2017
HRM WORK LOCATION 4th floor, City Hall PHONE # 490-4050
DESTINATION Sydney, Nova Scotia
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Cape Breton Regional Municipality Caucus Meeting

SECTION 2

Table with columns: TRAVEL TYPE, AMOUNTS, CLAIM, CHARGED TO HRM. Includes handwritten entry: MILEAGE passenger with Mason

SECTION 3

Table with columns: MEALS AND LODGING, ACCOMODATIONS, MEALS, GROUND TRANSPORTATION, INCIDENTALS, ELIGIBLE MISCELLANEOUS EXPENSES. Includes entries: Travelodge Sydney \$160.25, 1 Breakfast, 1 Dinner per diem \$40.00, 1 day \$10.00. Total \$210.25.

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 210.25

LESS ADVANCE RECEIVED DATED \_\_\_\_\_ AMOUNT \_\_\_\_\_

BALANCE OWING: [ ] HRM [X] Employee AMOUNT \$ 210.25

Table with columns: COMPANY CODE (HROP), COST CENTER (E200), EXPENSE CODE (6904), AMOUNT (\$ 210.25)

Employee Signature [Redacted] Date [ ]

Approved by Name and Title (Please Print) [Redacted]

Approving Signature [Redacted] Date 27 Sept, 2017

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2017-09-21	2017-09-22					
Accommodations		\$ 160.25						
Meals	B		\$13.00					
	L							
	S	\$27.00						
Ground Transportation								
Incidentals		\$ 10.00						
Other								
Totals		\$ 197.25	\$ 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).