



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR # []

EMPLOYEE # []

SECTION 1

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

SECTION 2

TRAVEL TYPE	USE DROP DOWN MENU TO SELECT	AMOUNTS	CLAIM	CHARGED TO HRM
MILEAGE				
Passenger	_____ KMS AT _____ PER KM			
w/ Mancini	_____ KMS AT _____ PER KM			

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions				
ACCOMODATIONS	Travelodge Sydney	\$ 160.25		
MEALS	2 Supper per diem	\$ 54.00		
GROUND TRANSPORTATION				
INCIDENTALS	1 day	\$ 10.00		
	Total	\$ 224.25	\$ 224.25	
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)				
TOTAL EXPENSES - SECTION 2 + 3			\$ 224.25	
TOTAL COST THIS CLAIM & CHARGE DIRECT			\$ 224.25	\$ 224.25

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 224.25

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$ 224.25

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$ 224.25

Employee Signature [Redacted]

Date Oct 4, 2017

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

Approving Signature [Redacted]

Date Oct 3, 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							
	L							
	S	\$27.00	27.00					
Ground Transportation								
Incidentals		\$ 10.00						
Other								
Totals		\$ 197.25	\$ 27.00					

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	<u>\$27.00</u>
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).