



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

COPY

VENDOR #

[Empty box]

EMPLOYEE #

[Empty box]

SECTION 1

EMPLOYEE NAME (Please Print) Waye Mason		PERIOD OF TRAVEL From Jul 12, 2017 To Jul 17, 2017	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Montreal, Quebec	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Canadian Association of Police Governance			

SECTION 2

TRAVEL	AMOUNTS	CLAIM	CHARGED TO HRM
TYPE Air USE DROP DOWN MENU TO SELECT	\$ 494.78		\$ 494.78
MILEAGE			
_____ KMS AT _____ PER KM			
_____ KMS AT _____ PER KM			

SECTION 3

MEALS AND LODGING (ATTACH RECEIPTS) Please see page 2 for detailed instructions				
ACCOMMODATIONS	Centre Sheraton Montreal	\$ 804.48		
MEALS	1 Lunch, 3 Supper per diem	\$ 96.00		
GROUND TRANSPORTATION	Taxi	\$ 90.30		
INCIDENTALS	5 Days	\$ 50.00		
	Total	\$ 1,040.78	\$ 839.67	\$ 201.11
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)				
TOTAL EXPENSES - SECTION 2 + 3			\$ 839.67	\$ 695.89
			TOTAL COST THIS CLAIM & CHARGE DIRECT	\$ 1,535.56

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 839.67

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$ 839.67

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HR0P	E110	6904	\$ 839.67

Employee Signature [Redacted] Date [Empty box]

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

Approving Signature [Redacted] Date July 25, 2017

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2017-07-12	2017-07-13	2017-07-14	2017-07-15	2017-07-16		
Accommodations			\$ 201.11	\$ 201.11	\$ 201.11			
Meals	B							
	L					\$15.00		
	S	\$27.00		\$27.00		\$27.00		
Ground Transportation		\$ 40.00				\$ 50.30		
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
Other								
Totals		\$ 77.00	\$ 211.11	\$ 238.11	\$ 211.11	\$ 102.30		

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).