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For Accounting Use Only

EMPLOYEE NAME (Please Print) Waye Mason HRM WORK LOCATION PHONE # DESTINATION 4th Floor, City Hall	HRM WORK LOCATION PHONE # 4th Floor, City Hall 490-4050 PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Nova Scotia Police Governance SECTION 2 TRAVEL TYPE Vehicle USE DROP DOWNMENUTO SELECT MILEAGE 178 MISS AT 0.46 PER KM 178 MISS AT 0.46 PER KM 2178 MISS AT 0.46 PER KM	Sep 27, 20 DESTINATION PICTOU, Nova Sco AMOUNTS \$ 81.88 \$ 81.88 \$ 453.10 \$ 42.00	CLAIM \$ 81.88 \$ 81.88	Sep 29, 2017
Sep 27, 2017 Sep 29, 2017 Sep2	Ath Floor, City Hall 490-4050 PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Nova Scotia Police Governance SECTION 2 TRAVEL TYPE Vehicle USE DROP DOWN MENUTO SELECT ALEADS AT 0.46 PER KM 178 MS AT 0.46 PER KM 178 MS AT 0.46 PER KM 200000000000000000000000000000000000	Sep 27, 20 DESTINATION PICTOU, Nova Sco AMOUNTS \$ 81.88 \$ 81.88 \$ 453.10 \$ 42.00	CLAIM \$ 81.88 \$ 81.88	
PHONE # DESTINATION 4th Floor, City Hall 490-4050 Pictou, Nova Scotia Amounts Chaire Amounts Salas	Ath Floor, City Hall 490-4050 PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Nova Scotia Police Governance SECTION 2 FRAVEL YPE Vehicle 178 KMS AT 0.46 PER KM 178 MMS AT 0.46 PER KM 178 PASS AT 0.46 PER KM 178 PER SECTION 3 MEALS AND LODGING (ATTACH RECEIPTS) Please see page 2 for detailed instructions CCOMODATIONS Pictou Lodge EALS 1 Junch 1 Dinner pe diem ROUND TRANSPORTATION ICIDENTALS 3 Days Total LIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)	AMOUNTS \$ 81.88 \$ 453.10 \$ 42.00	CLAIM \$ 81.88 \$ 81.88	
PURPOSE OF TRAVEL (COMPERENCE, COURSE, NAME OF ORGANIZATION & TO) NOVA SCOTIA POLICE GOVERNACE COLUMN CHARGED TO	PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) NOVA SCOTIA POLICE GOVERNANCE SECTION 2 TRAVEL TYPE Vehicle 178 KMS AT 0.46 PER KM 178 KMS AT 0.46 PER KM 178 KMS AT 0.46 PER KM COMODATIONS Pictou Lodge EALS 1 Lunch 1 Dinner pe diem ROUND TRANSPORTATION CIDENTALS 3 Days Total LIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)	\$ 81.88 \$ 81.88 \$ 453.10 \$ 42.00	\$ 81.88 \$ 81.88	CHARGED TO
PURPOSE OF TRAVEL (COMPERENCE, COURSE, NAME OF ORGANIZATION & TO) NOVA SCOTIA POLICE GOVERNACE COLUMN CHARGED TO	PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) NOVA SCOTIA POLICE GOVERNANCE SECTION 2 FRAVEL TYPE Vehicle 178 MS AT 0.46 PER KM 178 MS AT 0.46 PER KM 178 MS AT 0.46 PER RM ECTION 3 MEALS AND LODGING (ATTACH RECEIPTS.) Please see page 2 for detailed instructions COMMODATIONS Pictor Lodge EALS 1 Lunch, 1 Dinner pe diem ROUND TRANSPORTATION CIDENTALS 3 Days Total LIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS.)	\$ 81.88 \$ 81.88 \$ 453.10 \$ 42.00	\$ 81.88 \$ 81.88	CHARGED TO
Nova Scotia Police Governance	Nova Scotia Police Governance SECTION 2 (RAVEL YPE Vehicle USE DROP DOWN MENUTO SELECT ALLEAGE 178 KMS AT 0.46 PER KM 178 KMS AT 0.46 PER KM ECTION 3 ALEALS AND LODGING (ATTACH RECEIPTS) Please see page 2 for detailed instructions CCOMODATIONS Pictou Lodge EALS 1 Lunch, 1 Dinner pe diem CCIDENTALS 3 Days Total LIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)	\$ 81.88 \$ 81.88 \$ 453.10 \$ 42.00	\$ 81.88 \$ 81.88	CHARGED TO
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CHARGED TO	PROVIDE USE DROP DOWNMENUTO SELECT INCEAGE 178 KMS AT 0.46 PER KM 178 KMS AT 0.46 PER KM 178 KMS AT 0.46 PER KM ECTION 3 MEALS AND LODGING (ATTACH RECEIPTS) Please see page 2 for detailed instructions CCOMODATIONS Pictou Lodge EALS 1 Lunch, 1 Dinner pe diem CIDENTALS 3 Days Total LIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)	\$ 81.88 \$ 81.88 \$ 453.10 \$ 42.00	\$ 81.88 \$ 81.88	CHARGED TO
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178	ECTION 3 IEALS AND LODGING (ATTACH RECEIPTS) Please see page 2 for detailed instructions CCOMODATIONS PICTOL LODGE EALS 1 Lunch, 1 Dinner pe diem ROUND TRANSPORTATION CIDENTALS 3 Days Total LIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)	\$ 453.10 \$ 42.00 \$ 30.00	5 81.88	
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	oved by Name and Title (Please Print)			

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2017-09-27	2017-09-28	2017-09-29			100	
Accommodations .		\$ 226.55	\$ 226.55					
	В							
Meals	L.			\$15.00				
	5	\$27.00			-			
Ground Tr	ansportation							
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00				-
Other		\$ 81.88		\$ 81.88				
Totals		\$ 345.43	\$ 236.55	\$ 106.88				

Week 2		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	_						,
Accommo	dations							
č.	В	,						
Meals	L							-
	5							,
Ground Tra	ansportation							
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
 \$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 Çanadian funds on Page 1 of claim (specify conversion rate used).