



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) David Hendsbee		PERIOD OF TRAVEL From May 28, 2018 To May 29, 2018	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Liscombe, Nova Scotia	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Wild Islands Tourism Advancement Partnership Conference			

SECTION 2

TRAVEL TYPE	USE DROP DOWN MENU TO SELECT	AMOUNTS	CLAIM	CHARGED TO HRM
MILEAGE	156 KMS AT 0.46 PER KM	\$ 71.76	\$ 71.76	
	156 KMS AT 0.46 PER KM	\$ 71.76	\$ 71.76	

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions			
ACCOMODATIONS	Liscombe Lodge	\$ 219.65	
MEALS			
GROUND TRANSPORTATION			
INCIDENTALS			
	Total	\$ 219.65	\$ 219.65
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)			
	Conference Fee (6902)		
			\$ 99.00
TOTAL EXPENSES - SECTION 2+3		\$ 363.18	\$ 99.00 (6902)
TOTAL COST THIS CLAIM & CHARGE DIRECT			\$ 462.18

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 363.18

LESS: ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$ 363.18

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$ 363.18

Employee Signature _____ Date _____

Approved by Name and Title (Please Print) _____

Approving Signature _____ Date _____

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2018-05-27	2018-05-28	2018-05-29				
Accommodations		\$ 109.83	\$ 109.83					
Meals	B							
	L							
	S							
Ground Transportation								
Incidentals								
Other		\$ 71.76		\$ 71.76				
Totals		\$ 181.59	\$ 109.83	\$ 71.76				

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).