



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Waye Mason
PERIOD OF TRAVEL From Nov 3, 2018 To Nov 3, 2018
HRM WORK LOCATION 4th Floor, City Hall PHONE # 490-4050 DESTINATION Truro, Nova Scotia
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Nocturnal Cities Forum

SECTION 2

Table with columns: TRAVEL TYPE (Vehicle), MILEAGE (193 KMS AT, 0.46 PER KM), AMOUNTS (\$ 88.78), CLAIM (\$ 88.78), CHARGED TO HRM

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions
ACCOMODATIONS
MEALS
GROUND TRANSPORTATION
INCIDENTALS
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)
TOTAL EXPENSES - SECTION 2 + 3 \$ 88.78
TOTAL COST THIS CLAIM & CHARGE DIRECT \$ 88.78

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 88.78

LESS ADVANCE RECEIVED DATED AMOUNT

BALANCE OWING [ ] HRM [X] Employee AMOUNT \$ 88.78

Table with columns: COMPANY CODE (HROP), COST CENTER (E200), EXPENSE CODE (6904), AMOUNT (\$ 88.78)

Employee Signature [Redacted] Date [Redacted]

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

Approving Signature [Redacted] Date [Redacted]