



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Tony Mancini		PERIOD OF TRAVEL From May 30, 2019 To Jun 4, 2019	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION Quebec City, Quebec	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM 2019 Annual Conference & Tradeshow			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Air USE DROP DOWN MENU TO SELECT			\$ 635.08
MILEAGE			
_____ KMS AT _____ PER KM			
_____ KMS AT _____ PER KM			

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions				
ACCOMODATIONS The Hilton Quebec	\$1,232.84			
MEALS 1 Breakfast, 2 Lunch, 3 Supper per diem	\$ 124.00			
GROUND TRANSPORTATION Taxi	\$ 131.00			
INCIDENTALS 4 Days	\$ 40.00			
Total	\$1,527.84	\$1,219.63		\$ 308.21
ELIGIBLE MISCELLANEOUS EXPENSES - NOT INCLUDED ABOVE: (ATTACH RECEIPTS)				
Conference Fee (F200-6902)				\$1,004.88
TOTAL EXPENSES - SECTION 2+3			\$1,219.63	\$1,948.17
TOTAL COST THIS CLAIM & CHARGE DIRECT				\$3,167.80

TOTAL TO BE REIMBURSED TO EMPLOYEE \$1,219.63

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$1,219.63

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$1,219.63

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	2019-05-30	2019-05-31	2019-06-01	2019-06-02	2019-06-03	2019-06-04	
Accommodations			\$ 308.21	\$ 308.21	\$ 308.21			
Meals	B		\$13.00					
	L		\$15.00		\$15.00			
	S	\$27.00	27.00	\$27.00		\$00.00		
Ground Transportation		\$ 35.00					\$ 96.00	
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00			
Other								
Totals		\$ 72.00	\$ 373.21	\$ 345.21	\$ 333.21		\$ 96.00	

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).