



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Lindell Smith
PERIOD OF TRAVEL From Sep 9, 2019 To Sep 13, 2019
HRM WORK LOCATION 4th Floor, City Hall PHONE # 490-4050 DESTINATION Waterloo-Kitchener, Ontario
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM 2019 September Board Meeting

SECTION 2

Table with columns: TRAVEL TYPE, AMOUNTS, CLAIM, CHARGED TO HRM. Includes Air travel and Mileage (70 KMS AT 0.46 PER KM) totaling \$32.20.

SECTION 3

Table with columns: MEALS AND LODGING (ATTACH RECEIPTS), AMOUNTS, CLAIM, CHARGED TO HRM. Includes accommodations at The Delta Waterloo (\$976.59), meals (\$152.00), taxi (\$126.50), and incidentals (\$50.00). Total expenses for Section 2+3: \$1,337.29.

TOTAL COST THIS CLAIM & CHARGE DIRECT \$2,041.61

TOTAL TO BE REIMBURSED TO EMPLOYEE \$1,337.29

LESS: ADVANCE RECEIVED DATED: AMOUNT

BALANCE OWING [ ] HRM [X] Employee AMOUNT \$1,337.29

Table with columns: COMPANY CODE (HROP), COST CENTER (E200), EXPENSE CODE (6904), AMOUNT (\$1,337.29)

Employee Signature [Redacted]

Date [Redacted]

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

Approving Signature [Redacted]

Date [Redacted]

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2019-09-09	2019-09-10	2019-09-11	2019-09-12	2019-09-13		
Accommodations		\$ 292.62	\$ 227.99	\$ 227.99	\$ 227.99			
Meals	B	\$13.00	\$13.00					
	L	\$15.00	\$15.00		\$00.00	\$15.00		
	S	\$27.00		\$00.00	\$27.00	\$27.00		
Ground Transportation		\$ 126.50						
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00		
Other		\$ 16.10				\$ 16.10		
Totals		\$ 500.22	\$ 265.99	\$ 237.99	\$ 264.99	\$ 68.10		

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
<b>DAILY MAXIMUM</b>	<b>\$55.00*</b>

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).