

VENDOR #

EMPLOYEE #

866311

SECTION 1

EMPLOYEE NAME (Please Print) Lindell Smith		PERIOD OF TRAVEL From Nov 23, 2021 To Nov 28, 2021	
HRM WORK LOCATION 4th Floor City Hall	PHONE # 902-490-4050	DESTINATION Ottawa, ON	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) Federation of Canadian Municipalities Board Meeting			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Air USE DROP DOWN MENU TO SELECT	\$ 458.44	\$ 458.44	\$ 458.44
MILEAGE			
_____ KMS AT _____ PER KM			
_____ KMS AT _____ PER KM			

SECTION 3

MEALS AND LODGING (ATTACH RECEIPTS) Please see page 2 for detailed instructions				
ACCOMMODATIONS	Fairmount Chateau Laurier	\$ 913.14		
MEALS	3 Breakfast, 2 lunches, 3 dinners	\$ 150.00		
GROUND TRANSPORTATION	Taxis to from airports	\$ 145.03		
INCIDENTALS		\$ 40.00		
	Total	\$1,248.17	\$1,248.17	\$1,248.17
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)				
TOTAL EXPENSES - SECTION 2 + 3		\$1,706.61		
			TOTAL COST THIS CLAIM & CHARGE DIRECT	\$1,706.61

TOTAL TO BE REIMBURSED TO EMPLOYEE \$1,248.17

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$1,248.17

COMPANY CODE

COST CENTER

EXPENSE CODE

AMOUNT

HROP

E200

6904

\$1,248.17

Employee Signature

Date

12/07/21

Approved by Name and Title (Please Print)

Approving Signature

Date

12/07/21

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2021-11-23	2021-11-24	2021-11-25	2021-11-26	2021-11-27	2021-11-28	
Accommodations		\$ 304.38	\$ 304.38	\$ 304.38				
Meals	B		\$13.00	\$13.00	\$13.00	\$00.00		
	L	\$00.00	\$15.00	\$15.00	\$00.00	\$00.00		
	S	\$27.00	27.00	\$27.00	\$00.00	\$00.00		
Ground Transportation		\$ 42.98					\$ 102.05	
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00			
Other								
Totals		\$ 384.36	\$ 369.38	\$ 369.38	\$ 23.00		\$ 102.05	

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).