

Out-of-Town Travel Expense Account



EMPLOYEE # <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	VENDOR # <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Accounting Use Only
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SECTION 1 - CLAIMANT

EMPLOYEE NAME Councillor Patty Cuttell	EMAIL cuttelp@halifax.ca	PERIOD OF TRAVEL FROM 2022-06-01 TO 2022-06-06
HRM WORK LOCATION 4th Floor, City Hall	PHONE 902.221.6893	DESTINATION Regina, Saskatchewan
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION, ETC.) FCM 2022 Annual Conference and Trade Show		

SECTION 2 – TRAVEL EXPENSES

EXPENSE	CLAIM AMOUNT	DIRECT PAID BY HRM	TOTAL EXPENSE
TRANSPORATION (select from drop down menu) Air		\$ 1,299.85	\$ 1,299.85
KILOMETRAGE 0 – 16,000 km: _____ kms at <u>0.5113</u> per km	\$ 0.00		\$ 0.00
16,001+ km: _____ kms at <u>0.4513</u> per km	\$ 0.00		\$ 0.00

SECTION 3 – DESTINATION EXPENSES (attach receipts) - see page 2 for worksheet and additional details.

ACCOMMODATIONS Paid for by Councillor Sam Austin (5 Nights x\$794.60)			\$ 0.00
MEALS per diem (B \$13, L \$15, D \$27) Daily Total: \$55	\$ 330.00		\$ 330.00
GROUND TRANSPORTATION Taxi	\$ 9.25		\$ 9.25
INCIDENTALS	\$ 60.00		\$ 60.00
SUBTOTAL	\$ 399.25	\$ 1,299.85	\$ 1,699.10
OTHER ELIGIBLE EXPENSES (specify and attach receipts)	Airport Parking	\$ 80.00	\$ 80.00
	Conference Registration (6902)		\$ 966.00
			\$ 0.00
TOTALS: CLAIM AMOUNT & DIRECT PAID BY HRM (SECTIONS 2 & 3)	\$ 479.25	\$ 2,265.85	
TOTAL COST OF OUT-OF-TOWN TRAVEL			\$ 2,745.10

TOTAL AMOUNT REIMBURSABLE TO EMPLOYEE	\$ 479.25
LESS ADVANCE RECEIVED ON	
BALANCE OWING (if negative, employee must repay amount to HRM)	
PAYABLE: <input checked="" type="radio"/> TO EMPLOYEE FROM HRM <input type="radio"/> FROM EMPLOYEE TO HRM	\$ 479.25

COMPANY CODE	COST CENTRE	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$ 479.25

EMPLOYEE SIGNATURE Cuttell, Patty	Digitally signed by Cuttell, Patty Date: 2022.08.31 15:28:15 -03'00'	DATE
*APPROVED BY (NAME & TITLE) Quentin Hill, Manager		
*APPROVER SIGNATURE <div style="background-color: black; width: 100%; height: 15px;"></div>	DATE	

* Refer to the Employment Expense Authorization Grid in section seven (7) of the Employment Expense Reimbursement Policy for a listing of authorized approvers.

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date		6/1/22	6/2/22	6/3/22	6/4/22	6/5/22	6/6/22	
Accommodations								
Meals (See daily maximums below)	B	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	\$ 13.00	
	L	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	
	S	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	
Ground Transportation					\$ 9.25			
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	
Other							\$ 80.00	
Daily Totals		\$ 65.00	\$ 65.00	\$ 65.00	\$ 65.00	\$ 74.25	\$ 145.00	\$ 0.00

Week 2		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date								
Accommodations								
Meals (See daily maximums below)	B							
	L							
	S							
Ground Transportation								
Incidentals								
Other								
Daily Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

ACCOMMODATIONS TOTAL	MEALS TOTAL	GROUND TRANSPORTATION TOTAL	INCIDENTALS TOTAL	OTHER TOTAL
\$ 0.00	\$ 330.00	\$ 9.25	\$ 60.00	\$ 80.00

Accommodations: Detailed receipts required.

Meals: Per diem reimbursement (no receipts required) inclusive of tax & gratuities.

Breakfast (B)	\$13.00	*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.
Lunch (L)	\$15.00	
Supper (S)	\$27.00	
DAILY MAXIMUM	\$55.00*	

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.

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).