



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print)

Waye Mason

PERIOD OF TRAVEL

From Apr 19, 2018

To Apr 19, 2018

HRM WORK LOCATION

4th Floor, City Hall

PHONE #

490-4050

DESTINATION

Truro, Nova Scotia

PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC)

UNSM Code of Conduct Policy Workshop

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Vehicle USE DROP DOWN MENU TO SELECT			
MILEAGE 193 KMS AT 0.46 PER KM	\$ 88.78	\$ 88.78	
_____ KMS AT _____ PER KM			

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions

ACCOMODATIONS

MEALS

1 Lunch per diem

\$ 15.00

GROUND TRANSPORTATION

INCIDENTALS

1 Day

\$ 10.00

Total

\$ 25.00

\$ 25.00

ELIGIBLE MISCELLANEOUS EXPENSES - NOT INCLUDED ABOVE: (ATTACH RECEIPTS)

TOTAL EXPENSES - SECTION 2 + 3

\$ 113.78

TOTAL COST THIS CLAIM & CHARGE DIRECT

\$ 113.78

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 113.78

LESS ADVANCE RECEIVED DATED _____

AMOUNT _____

BALANCE OWING

HRM

Employee

AMOUNT

\$ 113.78

COMPANY CODE

HROP

COST CENTER

E200

EXPENSE CODE

6904

AMOUNT

\$ 113.78

Employee Signature

[Redacted Signature]

Date

[Redacted Date]

Approved by Name and Title (Please Print)

[Redacted Name and Title]

Approving Signature

[Redacted Signature]

Date

[Redacted Date]

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2018-04-19						
Accommodations								
Meals	B							
	L	\$15.00						
	S							
Ground Transportation								
Incidentals		\$ 10.00						
Other		\$ 88.78						
Totals		\$ 113.78						

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).