



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Councillor Lindell Smith		PERIOD OF TRAVEL From Mar 3, 2020 To Mar 7, 2020	
HRM WORK LOCATION 4th Floor, City Hall	PHONE # 490-4050	DESTINATION St. Hyacinthe, Quebec	
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) FCM 2020 March Board Meeting			

SECTION 2

TRAVEL TYPE	AMOUNTS	CLAIM	CHARGED TO HRM
Air USE DROP DOWN MENU TO SELECT			\$ 398.38
MILEAGE			
_____ KMS AT _____ PER KM			
_____ KMS AT _____ PER KM			

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions		AMOUNTS	CLAIM	CHARGED TO HRM
ACCOMODATIONS	Sheraton	\$ 589.08		
MEALS	1 Lunch, 3 Supper	\$ 96.00		
GROUND TRANSPORTATION	Taxi & Train	\$ 201.96		
INCIDENTALS	3 Days	\$ 30.00		
	Total	\$ 917.04	\$ 917.04	
ELIGIBLE MISCELLANEOUS EXPENSES- NOT INCLUDED ABOVE: (ATTACH RECEIPTS)				
TOTAL EXPENSES - SECTION 2 + 3		\$ 917.04		\$ 398.38
			TOTAL COST THIS CLAIM & CHARGE DIRECT	\$1,315.42

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 917.04

LESS ADVANCE RECEIVED DATED _____ AMOUNT _____

BALANCE OWING HRM Employee AMOUNT \$ 917.04

COMPANY CODE	COST CENTER	EXPENSE CODE	AMOUNT
HROP	E200	6904	\$ 917.04

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	2020-03-03	2020-03-04	2020-03-05	2020-03-06	2020-03-07		
Accommodations		\$ 196.36	\$ 196.36	\$ 196.36				
Meals	B							
	L			\$15.00				
	S	\$27.00	27.00	\$27.00				
Ground Transportation		\$ 148.00			\$ 23.00	\$ 30.96		
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00				
Other								
Totals		\$ 381.36	\$ 233.36	\$ 248.36	\$ 23.00	\$ 30.96		

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).