



OUT OF TOWN TRAVEL EXPENSE ACCOUNT

Print Form

For Accounting Use Only

VENDOR #

EMPLOYEE #

SECTION 1

EMPLOYEE NAME (Please Print) Shawn Cleary
PERIOD OF TRAVEL From May 12, 2018 to May 12, 2018
DESTINATION Yarmouth, Nova Scotia
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION ETC) NSFM 2018 Spring Conference

SECTION 2

Table with columns: TRAVEL TYPE, AMOUNTS, CLAIM, CHARGED TO HRM. Includes Vehicle type and Mileage sections.

SECTION 3

MEALS AND LODGING: (ATTACH RECEIPTS) Please see page 2 for detailed instructions
MEALS Used HRM Smart Car
GROUND TRANSPORTATION but had to put gas in to get to/from Yarmouth
TOTAL EXPENSES - SECTION 2 + 3 \$ 30.00
TOTAL COST THIS CLAIM & CHARGE DIRECT \$ 30.00

TOTAL TO BE REIMBURSED TO EMPLOYEE \$ 30.00

LESS ADVANCE RECEIVED DATED AMOUNT

BALANCE OWING [] HRM [X] Employee AMOUNT \$ 30.00

Table with columns: COMPANY CODE (HROP), COST CENTER (E200), EXPENSE CODE (6904), AMOUNT (\$ 30.00)

Employee Signature [Redacted] Date [Redacted]

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

Approving Signature [Redacted] Date [Redacted]