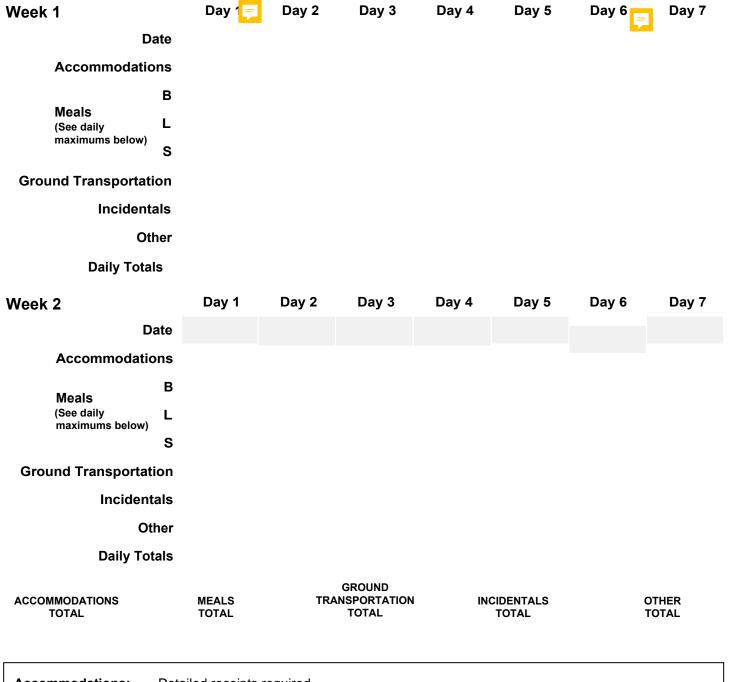
Out-of-Town Travel Expense Account



EMPLOYEE # VENDOR #					
	Accounting	Accounting			
	Use Only				
SECTION 1 - CLAIMANT					
EMPLOYEE NAME EN	EMAIL		PERIOD OF TRAVEL FROM TO		
HRM WORK LOCATION PHONE DESTINA			TION		
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION, ETC.)					
SECTION 2 – TRAVEL EXPENSES					
EXPENSE			CLAIM AMOUNT	DIRECT PAID BY HRM	TOTAL EXPENSE
TRANSPORATION (select from drop down menu)			AMOUNT	DI III(III	LAI LINGL
KILOMETRAGE 0 – 20,000 km: kms at per km					
20,000.1+ km: kms at per km					
SECTION 3 – DESTINATION EXPENSES (attach receipts) - see page 2 for worksheet and additional details.					
ACCOMMODATIONS					
MEALS					
GROUND TRANSPORTATION					
INCIDENTALS					
SUBTOTAL					
OTHER					
ELIGIBLE EXPENSES					
(specify and attach receipts)					
TOTALS: CLAIM AMOUNT & DIRECT PAID BY HRM (SECTIONS 2 & 3)					
TOTAL COST OF OUT-OF-TOWN TRAVEL					
TOTAL AMOUNT REIMBURSABLE TO EMPLOYEE					
LESS ADVANCE RECEIVED ON					
BALANCE OWING (if negative, employee must repay amount to HRM)					
PAYABLE: TO EMPLOYEE FROM HRM FROM EMPLOYEE TO HRM					
COMPANY CODE COST	CENTRE	WORK OR	DER	AMO	UNT
EMPLOYEE SIGNATURE				DATE	
*APPROVED BY (NAME & TITLE)					
*APPROVER SIGNATURE				DATE	

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



Accommodations: Detailed receipts required.

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

Breakfast (B) \$13.00 Lunch (L) \$15.00 Supper (S) \$27.00

DAILY MAXIMUM

*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.

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.

\$55.00*

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).