

HALIFAX

SECTION 1 - CLAIMANT

SECTION 2 – TRAVEL EXPENSES

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

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	

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.