

# 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	

<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>
<b>*APPROVED BY (NAME &amp; TITLE)</b>	
<b>*APPROVER SIGNATURE</b>	<b>DATE</b>

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