

Out-of-Town Travel Expense Account



EMPLOYEE # <input style="width:90%;" type="text"/>	VENDOR # <input style="width:90%;" type="text"/>	Accounting Use Only
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SECTION 1 - CLAIMANT

EMPLOYEE NAME Waye Mason	EMAIL waye.mason@halifax.ca	PERIOD OF TRAVEL FROM 2023-05-23 TO 2023-05-29
HRM WORK LOCATION City Hall	PHONE 902 430 7822	DESTINATION Toronto
PURPOSE OF TRAVEL (CONFERENCE, COURSE, NAME OF ORGANIZATION, ETC.) FCM Annual Conference		

SECTION 2 – TRAVEL EXPENSES

EXPENSE	CLAIM AMOUNT	DIRECT PAID BY HRM	TOTAL EXPENSE
TRANSPORATION (select from drop down menu) Air		\$ 459.71	\$ 459.71
KILOMETRAGE 0 – 20,000 km: <u>69.6</u> kms at <u>0.5770</u> per km	\$ 40.16		\$ 40.16
20,000.1+ km: _____ kms at <u>0.5092</u> per km	\$ 0.00		\$ 0.00

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

ACCOMMODATIONS Airbnb	\$ 946.03		\$ 946.03
MEALS Per diem	\$ 233.00		\$ 233.00
GROUND TRANSPORTATION Beck taxi	\$ 32.75		\$ 32.75
INCIDENTALS	\$ 60.00		\$ 60.00
SUBTOTAL	\$ 1,311.94	\$ 459.71	\$ 1,771.65
OTHER ELIGIBLE EXPENSES (specify and attach receipts)	Conference fee	\$ 1,125.48	\$ 1,125.48
			\$ 0.00
			\$ 0.00
TOTALS: CLAIM AMOUNT & DIRECT PAID BY HRM (SECTIONS 2 & 3)	\$ 1,311.94	\$ 1,585.19	
TOTAL COST OF OUT-OF-TOWN TRAVEL			\$ 2,897.13

TOTAL AMOUNT REIMBURSABLE TO EMPLOYEE	\$ 1,311.94
LESS ADVANCE RECEIVED ON 2023-03-16	\$ 1,071.03
BALANCE OWING (if negative, employee must repay amount to HRM)	
PAYABLE: <input checked="" type="radio"/> TO EMPLOYEE FROM HRM <input type="radio"/> FROM EMPLOYEE TO HRM	\$ 240.91

COMPANY CODE	COST CENTRE	EXPENSE CODE	AMOUNT
		MA000007	

EMPLOYEE SIGNATURE Waye Mason	Digitally signed by Waye Mason Date: 2023.06.06 09:55:44 -03'00'	DATE
*APPROVED BY (NAME & TITLE) Jerry Blackwood, CFO		
*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.

Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date		5/24/23	5/25/23	5/26/23	5/27/23	5/28/23	5/29/23	
Accommodations		\$ 189.20	\$ 189.20	\$ 189.20	\$ 189.20	\$ 189.23		
Meals (See daily maximums below)	B		\$ 13.00				\$ 13.00	
	L	\$ 15.00	\$ 15.00				\$ 15.00	
	S	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	\$ 27.00	
Ground Transportation							\$ 32.75	
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	
Other								
Daily Totals		\$ 241.20	\$ 254.20	\$ 226.20	\$ 226.20	\$ 226.23	\$ 97.75	\$ 0.00

Week 2		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date								
Accommodations								
Meals (See daily maximums below)	B							
	L							
	S							
Ground Transportation								
Incidentals								
Other								
Daily Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

ACCOMMODATIONS TOTAL	MEALS TOTAL	GROUND TRANSPORTATION TOTAL	INCIDENTALS TOTAL	OTHER TOTAL
\$ 946.03	\$ 233.00	\$ 32.75	\$ 60.00	\$ 0.00

Accommodations: Detailed receipts required.

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

Breakfast (B)	\$13.00	*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.
Lunch (L)	\$15.00	
Supper (S)	\$27.00	
DAILY MAXIMUM	\$55.00*	

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.

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).