



RECEIVED JUN 21 2012

**Out of Town  
Travel Expense Claim Form**

Employee Name : Kevin Fowke					Employee ID #: [REDACTED]	
Position : Director of Human Resources and Organizational Development						
Conference / Course [REDACTED]						
Date (s) of Travel : June 14 and 15, 2012			Location : Toronto, Ontario			
Account No : 68125-01-1305						
Expenses	Details				Amount	
Transportation	Air Fare				\$	
	Rental Car	\$	Gas	\$	\$	
	★ Personal Car Mileage	755	km @ \$ 0.47	\$354.85		
	Taxis	\$	Parking	\$32.00	\$ 32.00	
Accommodation	Hotel Room	\$363.86	Telephone	\$	\$363.86	
★ Meals and Incidentals	Per Diem	1.5	Days @ \$ 72	\$108.00		
	Registration Fees				\$	
	Other (Specify) Internet				\$ 16.89	
<b>Total Expenses</b>					<b>\$875.60</b>	
Less Advances	Registration Fees \$	Rental Car \$	Air Fare \$	Expenses \$	\$ ( )	
<b>Balance Requested or Refund Due</b>					<b>\$875.60</b>	
Signature of Applicant <i>[Signature]</i>			Date <i>June 19/12</i>			

Please attach receipts for all listed expenses, sign the form and send to the Accounting Department.

★ Receipts are not required

If an employee has paid for travel expenses for an elected official, board member or council appointee, you will need to prepare two travel expense claim forms. One for your expenses and the second for expenses you paid on behalf of the other person.

**Approvals for Employee**

Immediate Supervisor

*[Signature]*  
Date *June 21/12*

Date

Manager

Date

Director

Date

**Approvals for Elected Official**

Council Motion

Executive Assistant to Councillors

Date