



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 6th and 7th, 2013 Location: Toronto, Ontario
 Account No: 68125-01-1305

Expenses	Details	Amount
Transportation	Air Fare	
	Rental Car Gas	\$ -
	* Personal Car Mileage 754 Km @ \$0.47	\$ 354.38
	Taxis Parking \$ 28.00	\$ 28.00
Accommodation	Hotel Room \$ 273.78 Telephone	\$ 273.78
	* Meals and Incidentals Per Diem 2 Days @ \$72.00	\$ 144.00
Registration Fees		
Other (Specify)		

Total Expenses \$ 800.16
 Less Advances Registration Fees Rental Car Air Fare \$ -
 Less Employee Advance (Account 12200.01) Advance
 Less P-Card payments:
 Other Adjustments:
 Balance Requested or Refund Due \$ 800.16

Signature of Applicant *Kevin Fowke* Date June 10/13.

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 Approvals for Elected Official
 Immediate Supervisor *Day Madangay* Council Motion _____
 Date *June 12, 2013* Executive Assistant to Councillors _____
 Manager _____ Date _____
 Director _____
 Date _____