

RECEIVED OCT 10 2013



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: September 10th to 13th, 2013 Location: Orillia, Ontario
 Account No: 68125-01-1305

Expenses	Details		Amount
Transportation	Air Fare		
	Rental Car	Gas	\$
	★ Personal Car Mileage	580 Km @ \$0.47	\$ 272.60
	Taxis	Parking	\$
Accommodation	Hotel Room	\$507	\$ 506.81
	Telephone		
★ Meals and Incidentals	Per Diem	1 Days @ \$72.00	\$ 72.00
Registration Fees			\$541.27
Other (Specify)			
Total Expenses			\$ 1,392.68
Less Advances	Registration Fees	Rental Car	Other \$ 80.00 \$ 80.00
Less Employee Advance (Account 12200.01)	Advance		
Less P-Card payments:			\$ 710.21
Other Adjustments:			
Balance Requested or Refund Due			\$ 602.47
Signature of Applicant	[Signature]		Date Oct. 8/13.

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

Immediate Supervisor: [Signature]
 Date: Oct. 10 / 13
 Manager: _____
 Date: _____
 Director: _____
 Date: _____

Approvals for Elected Official

Council Motion: _____
 Executive Assistant to Councillors: _____
 Date: _____