



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: January 15th and 16th, 2014	Location: Toronto, Ontario
Account No: 68125-01-1305	

Expenses	Details	Amount
Transportation	Air Fare	\$ 174.16
	Rental Car	\$ -
	★ Personal Car Mileage Km @ \$0.47	\$ -
	Taxis	\$ -
Accommodation	Hotel Room \$ 230.84 Telephone	\$ 230.84
★ Meals and Incidentals	Per Diem 1 Days @ \$72.00	\$ 72.00
Registration Fees		\$ 548.05
Other (Specify)		
Total Expenses		\$ 1,025.05
Less Advances	Registration Fees \$ 548.05 Rental Car Air Fare \$ 174.16	\$ 722.21
Less Employee Advance (Account 12200.01)	Advance	
Less P-Card payments:		
Other Adjustments:		
Balance Requested or Refund Due		\$ 302.84
Signature of Applicant: <i>[Signature]</i>	Date: <i>January 21/14</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 _____

Date _____

Manager _____

Date _____

Director _____

Date _____

Approvals for Elected Official

Council Motion _____

Executive Assistant to Councillors _____

Date _____