

Employee Name: Kevin Fowke					Employee ID #: [REDACTED]	
Position: Director of Human Resources and Organizational Development						
Conference / Course: [REDACTED]						
Date(s) of Travel: May 13th and 14th, 2014				Location: Montreal, Quebec		
Account No: 68125-01-1305						
Expenses	Details					Amount
Transportation	Air Fare					\$ 375.93
	Rental Car		Gas			\$ -
	★ Personal Car	Mileage	Km	@	\$0.47	\$ -
	Taxis	\$ 45.00	Parking	\$ 25.00		\$ 70.00
Accommodation	Hotel Room	\$ 201.84	Telephone			\$ 201.84
★ Meals and Incidentals	Per Diem	1	Days	@	\$72.00	\$ 72.00
Registration Fees						
Other (Specify)						
Total Expenses						\$ 719.77
Less Advances	Registration Fees		Rental Car		Air Fare	\$ 375.93
Less Employee Advance (Account 12200.01)			Advance			
Less P-Card payments:						
Other Adjustments:						
Balance Requested or Refund Due						\$ 343.84
Signature of Applicant: <i>[Signature]</i>					Date	

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 10/2014
 Manager: _____
 Date: _____
 Director: _____
 Date: _____

Approvals for Elected Official

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