

Employee Name: Kevin Fowke		Employee ID #: [REDACTED]	
Position: Director of Human Resources and Organizational Development			
Conference / Course: [REDACTED] OMHRA Fall Conference and RST Human Resources Group Meeting			
Date(s) of Travel: September 9 to 12, 2014		Location: Alliston, Ontario	
Account No: 68125-01-1305			
Expenses	Details	Amount	
Transportation	Air Fare		
	Rental Car	Gas	\$
	★ Personal Car Mileage	660 Km @ \$0.48	\$ 316.80
	Taxis	Parking	\$
Accommodation	Hotel Room	\$ 433.95	Telephone \$ 433.95
★ Meals and Incidentals	Per Diem	1 Days @ \$72.00	\$ 72.00
Registration Fees			\$ 541.27
Other (Specify)			
Total Expenses			\$ 1,364.02
Less Advances	Registration Fees	Rental Car	Air Fare
Less Employee Advance (Account 12200.01)		Advance	
Less P-Card payments: Registration Fees			\$ 541.27
Other Adjustments:			\$ 90.40
Balance Requested or Refund Due			\$ 732.35
Signature of Applicant: <i>K. Fowke</i>		Date: <i>Sept. 30/14</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: *[Signature]*

Date: *October 1, 2014*

Manager: _____

Date: _____

Director: _____

Date: _____

Approvals for Elected Official

Council Motion: _____

Executive Assistant to Councillors: _____

Date: _____