

Employee Name: Kevin Fowke Employee ID #: [REDACTED]

Position: Director of Human Resources and Organizational Development

Conference / Course: [REDACTED]

Date(s) of Travel: December 12th, 2014

Location: Toronto, Ontario

Account No: 68125-01-1305

Expenses	Details				Amount	
Transportation	Air Fare				\$ 369.79	
	Rental Car		Gas		\$ -	
	★ Personal Car	Mileage	Km	@ \$0.48	\$ -	
	Taxis		Parking	\$ 13.00	\$ 13.00	
Accommodation	Hotel Room		Telephone		\$ -	
★ Meals and Incidentals	Per Diem	0.5	Days	@ \$72.00	\$ 36.00	
Registration Fees					\$ 111.87	
Other (Specify)						
<b>Total Expenses</b>					<b>\$ 530.66</b>	
Less Advances	Registration Fees	\$ 111.87	Rental Car	Air Fare	\$ 369.79	\$ 481.66
Less Employee Advance (Account 12200.01)		Advance				
Less P-Card payments:						
Other Adjustments:						
Balance Requested or Refund Due					\$ 49.00	
Signature of Applicant <i>[Signature]</i>			Date Dec 17/2014			

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

DEC 23/14

Manager

Date

Director

Date

Approvals for Elected Official

Council Motion

Executive Assistant to  
Councillors

Date