



Out of Town
Travel Expense Claim Form

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

Position: Director of Human Resources and Organizational Development

Conference / Course: Strategic Bargaining Co-Ordination Committee

Date(s) of Travel: February 6th, 2015 Location: Toronto, Ontario

Account No: 68125-01-1305

Expenses	Details		Amount	
Transportation	Air Fare			
	Rental Car	Gas	\$ -	
	★ Personal Car Mileage	855 Km @ \$0.48	\$ 410.40	
	Taxis	Parking	\$ -	
Accommodation	Hotel Room	Telephone	\$ 138.99	
	★ Meals and Incidentals	Per Diem 1 Days @ \$72.00	\$ 72.00	
Registration Fees				
Other (Specify)				
Total Expenses			\$ 621.39	
Less Advances	Registration Fees	Rental Car	Air Fare	\$ -
Less Employee Advance (Account 12200.01)		Advance		
Less P-Card payments:				
Other Adjustments:				
Balance Requested or Refund Due			\$ 621.39	
Signature of Applicant: <i>K. Fowke</i>		Date: <i>Feb 9/15</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: *Feb 11, 2015*

Manager: _____

Date: _____

Director: _____

Date: _____

Approvals for Elected Official

Council Motion: _____

Executive Assistant to Councillors: _____

Date: _____