

Employee Name: Kevin Fowke						Employee ID #: [REDACTED]	
Position: Director of Human Resources and Organizational Development							
Conference / Course: [REDACTED]							
Date(s) of Travel: February 27th, 2015				Location: Toronto, Ontario			
Account No: 68125-01-1305							
Expenses	Details						Amount
Transportation	Air Fare						
	Rental Car		Gas			\$	-
	★ Personal Car	Mileage	760	Km	@	\$0.48	\$ 364.80
	Taxis			Parking			
Accommodation	Hotel Room	\$	145.77	Telephone		\$	145.77
★ Meals and Incidentals	Per Diem		1	Days	@	\$72.00	\$ 72.00
	Registration Fees						
	Other (Specify)						
Total Expenses							\$ 582.57
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							\$ 582.57
Signature of Applicant <i>Kevin Fowke</i>				Date <i>March 3/15</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

Date

Manager

Date

Director

Date

Approvals for Elected Official

Council Motion

Executive Assistant to
Councillors

Date