



Out of Town
Travel Expense Claim Form

Employee Name: Kevin Fowke

Employee ID #: [REDACTED]

Position: Director of Human Resources and Organizational Development

Conference / Course: [REDACTED]

Date(s) of Travel: May 7th and 8th, 2015

Location: Montreal, Quebec

Account No: 68125-01-1305

Expenses	Details						Amount
Transportation	Air Fare						\$ 270.84
	Rental Car			Gas			\$ -
	★ Personal Car	Mileage	Km	@	\$0.48	\$ -	
	Taxis	\$ 45.00	Parking	\$ 26.00	\$ 71.00		
Accommodation	Hotel Room		\$ 213.01	Telephone		\$ 213.01	
★ Meals and Incidentals	Per Diem	1	Days	@	\$72.00	\$ 72.00	
Registration Fees							
Other (Specify)							

Total Expenses \$ 626.85

Less Advances: Registration Fees, Rental Car, Air Fare \$ 270.84 \$ 270.84

Less Employee Advance (Account 12200.01) Advance

Less P-Card payments:

Other Adjustments:

Balance Requested or Refund Due \$ 356.01

Signature of Applicant: *Kevin Fowke* Date: *May 12/15*

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: *Robert [Signature]*
 Date: *May 12/15*
 Manager: _____
 Date: _____
 Director: _____
 Date: _____

Approvals for Elected Official
 Council Motion: _____
 Executive Assistant to Councillors: _____
 Date: _____