

# Council Expense Claim Form

Name: Sarah Hall  
 For the Month: Jul-19 Date: July

## Expenditure Details

<b>Function/Event:</b> <u>Regional Transit Services Commission</u>	<b>Registration Expense:</b> \$ <u>-</u>
<b>Date(s) of Event:</b> <u>18-Jul</u>	<b>Lodging Expense:</b> \$ <u>-</u>
<b>Duration of Event:</b> <u>7 hours</u>	<b>Total Meal Expense:</b> \$ <u>-</u>
<b>Location of Event:</b> <u>Chateau Louis Edmonton</u>	<b>Mileage (\$) Expense:</b> \$ <u>38.38</u>
<b>Mileage Traveled (km):</b> <u>76</u>	<b>Incidental Expense:</b> _____
<b>Other:</b> _____	
<b>Per Diem:</b> <u>\$200</u>	

GL: 01-720-11-272074 Expense: \$ 38.38

<b>Function/Event:</b> _____	<b>Registration Expense:</b> \$ _____
<b>Date(s) of Event:</b> _____	<b>Lodging Expense:</b> _____
<b>Duration of Event:</b> _____	<b>Total Meal Expense:</b> \$ _____
<b>Location of Event:</b> _____	<b>Mileage (\$) Expense:</b> \$ _____
<b>Mileage Traveled (km):</b> _____	<b>Incidental Expense:</b> \$ _____
<b>Other:</b> _____	
<b>Per Diem:</b> _____	

GL: \_\_\_\_\_ Expense: \$ -

<b>Function/Event:</b> _____	<b>Registration Expense:</b> _____
<b>Date(s) of Event:</b> _____	<b>Lodging Expense:</b> _____
<b>Duration of Event:</b> _____	<b>Total Meal Expense:</b> _____
<b>Location of Event:</b> _____	<b>Mileage (\$) Expense:</b> \$ _____
<b>Mileage Traveled (km):</b> _____	<b>Incidental Expense:</b> _____
<b>Other:</b> _____	
<b>Per Diem:</b> _____	

GL: \_\_\_\_\_ Expense: \$ -

<b>Function/Event:</b> _____	<b>Registration Expense:</b> _____
<b>Date(s) of Event:</b> _____	<b>Lodging Expense:</b> _____
<b>Duration of Event:</b> _____	<b>Total Meal Expense:</b> \$ _____
<b>Location of Event:</b> _____	<b>Mileage (\$) Expense:</b> \$ _____
<b>Mileage Traveled (km):</b> _____	<b>Incidental Expense:</b> _____
<b>Other:</b> _____	
<b>Per Diem:</b> _____	


GL: \_\_\_\_\_ Expense: \$ -

<b>Meal Allowance maximum \$41.55 daily):</b>	<b>Total Expenses:</b> \$ <u>38.38</u> ✓
<i>Breakfast \$9.20      Lunch \$11.60      Dinner \$20.75</i>	<b>Total Per Diem:</b> <u>200.00</u> ✓

<b>Mileage:</b> per Kilometre	\$0.505
<b>Per Diem:</b> 0-2 Hours	\$50.00
2-4 Hours	\$100.00
4-8 Hours	\$200.00
8+ Hours	\$300.00
Conference Rate	\$200.00

Note: Receipts must be attached / submitted with this Expense Claim. All expenses must be approved by the Mayor.

Claimant's Signature: 

Reviewed: 

Mayor Approval: 

Cheque #: \_\_\_\_\_

Payroll: 200

A/P: 38.38

