



COUNCIL & EXECUTIVE MANAGERS TRAVEL EXPENSES

Name:

Date:

MILEAGE				
Date	Location	Description	KM Travelled	Total
January 1, 2018		Example: Conference in Edmonton	250	\$ 135.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			TOTAL	\$ -

MEALS PER DIEM					
Date	Location	Type	Description	Quantity	Total
January 29, 2019	Cochrane	Meals - Dinner	AB Mid Size Cities Mayor's & CAO's Caucus	1	\$ 26.00
January 30, 2019	Cochrane	Meals - Dinner	AB Mid Size Cities Mayor's & CAO's Caucus	1	\$ 26.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				TOTAL	\$ 52.00

INCIDENTALS PER DIEM					
<i>An Incidental Per Diem of \$17 may be claimed daily without Receipts for a full day of Travel or overnight Travel in accordance with section 8.1.3 of the Business Expenses &amp; Travel Policy.</i>					
Date	Location	Description	Quantity	Total	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				TOTAL	\$ -

ACCOMMODATION					
Date	Location	Description	Quantity	Total	
January 29, 2019	Cochrane	AB Mid Size Cities Mayor's & CAO's Caucus	1	\$ 259.42	
January 31, 2019	Quebec City	Deposit on Hotel for FCM in Quebec in May 30 - June 3, 2019	1	\$ 237.92	
				TOTAL	\$ 497.34

OTHER					
Date	Location	Description	Quantity	Total	
				TOTAL	\$ -

Total Reimbursement Requested: \$ 549.34

Authorized Signature: 

**COUNCIL & EXECUTIVE MANAGERS TRAVEL EXPENSES**

Name: Dion Pollard

Date: January 31, 2019

MILEAGE				
Date	Location	Description	KM Traveled	Total
January 1, 2018		Example: Conference in Edmonton	250	\$ 135.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL</b>				\$ -

MEALS PER DIEM					
Date	Location	Type	Description	Quantity	Total
January 29, 2019	Cochrane	Meals - Dinner	AB Mid Size Cities Mayor's & CAO's	1	\$ 26.00
January 30, 2019	Cochrane	Meals - Dinner	AB Mid Size Cities Mayor's & CAO's	1	\$ 26.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>TOTAL</b>					\$ 52.00

INCIDENTALS PER DIEM					
<small>An Incidental Per Diem of \$17 may be claimed daily without Receipts for a full day of Travel or overnight Travel in accordance with section 6.1.3 of the Business Expense &amp; Travel Policy.</small>					
Date	Location	Description	Quantity	Total	
January 30, 2019	Cochrane	AB Mid Size Cities Mayor's & CAO's - 2 days	2	\$ 34.00	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
<b>TOTAL</b>					\$ 34.00

ACCOMMODATION				
Date	Location	Description	Quantity	Total
January 29, 2019	Cochrane	AB Mid Size Cities Mayor's & CAO's 2 nights	1	\$ 259.42
<b>TOTAL</b>				\$ 259.42

OTHER				
Date	Location	Description	Quantity	Total
<b>TOTAL</b>				\$ -

Total Reimbursement Requested: \$ 345.42

Authorized Signature: 