

**"No travel expense report for City Council and Executive Leadership Team in the month of February, 2021."
 COUNCIL & EXECUTIVE MANAGERS TRAVEL EXPENSES**

Name:

Date:

MILEAGE				
Date	Location	Description	KM Travelled	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			TOTAL	\$ -

MEALS PER DIEM					
Date	Location	Type	Description	Quantity	Total
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				TOTAL	\$ -

INCIDENTALS PER DIEM				
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 Expense & Travel Policy.				
Date	Location	Description	Quantity	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			TOTAL	\$ -

ACCOMMODATION				
Date	Location	Description	Quantity	Total
			TOTAL	\$ -

OTHER				
Date	Location	Description	Quantity	Total
			TOTAL	\$ -

Total Reimbursement Requested: \$ -

Authorized Signature: