

COUNCIL & EXECUTIVE MANAGERS

TRAVEL EXPENSE REPORT

January 2022

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 the Business Expense & Travel Policy.				
Date	Location	Description	Quantity	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			TOTAL	\$ -

ACCOMMODATION				
Date	Location	Description	Quantity	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			TOTAL	\$ -

OTHER				
Date	Location	Description	Quantity	Total
January 31, 2022		ICSC Membership (Innovating Commerce Serving Communities)	1	\$ 170.87
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			TOTAL	\$ 170.87

Total Reimbursement Requested: \$ 170.87

Authorized Signature: 