



**" No travel expense report for City Council and Senior Administration in the month of August, 2019."**  
**COUNCIL & EXECUTIVE MANAGERS TRAVEL EXPENSES**

Name:

Date:

<b>MILEAGE</b>				
Date	Location	Description	KM Travelled	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			<b>TOTAL</b>	<b>\$ -</b>

<b>MEALS PER DIEM</b>					
Date	Location	Type	Description	Quantity	Total
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				<b>TOTAL</b>	<b>\$ -</b>

<b>INCIDENTALS PER DIEM</b>					
<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 8.1.3 of the Business Expense &amp; Travel Policy.</small>					
Date	Location	Description	Quantity	Total	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
			<b>TOTAL</b>	<b>\$ -</b>	

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

<b>OTHER</b>				
Date	Location	Description	Quantity	Total



LLOYDMINSTER

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ap.lloyd@lloydminster.ca

**TOTAL** \$ -

**Total Reimbursement Requested:** \$ -

Authorized Signature: