

**"No travel expense report for City Council and Executive Leadership Team in the month of June, 2020."
 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: