

# COUNCIL & EXECUTIVE MANAGERS TRAVEL EXPENSE REPORT

February 2024







LLOYDMINSTER

CITY OF LLOYDMINSTER  
 Finance Department  
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**COUNCIL & EXECUTIVE MANAGERS TRAVEL EXPENSES**

Name:

Date:

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

MEALS PER DIEM (Please select a 'Type' of Meal from the drop-down list provided)					
Date	Location	Type	Description	Quantity	Total
February 14, 2024	Edmonton, AB	Meals - Dinner	Brownlee LLP Emerging Trends in Municipal Law	1	\$ 32.00
February 15, 2024	Edmonton, AB	Meals - Dinner	Brownlee LLP Emerging Trends in Municipal Law	1	\$ 32.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				<b>TOTAL</b>	<b>\$ 64.00</b>

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 9 of the Travel Expense Reimbursement Policy.					
Date	Location	Description	Quantity	Total	
February 14, 2024	Edmonton, AB	Brownlee LLP Emerging Trends in Municipal Law	1	\$ 17.00	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				<b>TOTAL</b>	<b>\$ 17.00</b>

ACCOMMODATION					
Date	Location	Description	Quantity	Total	
February 15, 2024	Edmonton, AB	Sandman Hotel, Edmonton AB	1	\$ 158.16	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				<b>TOTAL</b>	<b>\$ 158.16</b>

OTHER					
This section may be used for true meal expense(s) as per Section 8.6 of the Travel Expense Reimbursement Policy.					
Date	Location	Description	Quantity	Total	
February 14, 2024	Edmonton, AB	Registration Fee: Brownlee LLP Emerging Trends	1	\$ 199.50	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				<b>TOTAL</b>	<b>\$ 199.50</b>

**TOTAL: \$ 438.66**

Authorized Signature:



