

COUNCIL & EXECUTIVE MANAGERS TRAVEL EXPENSE REPORT

November 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
November 6, 2024	Calgary	Lloydminster to Calgary - Return - Canadian Heavy Oil Association Conference	1096	\$ 767.20
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL				\$ 767.20

MEALS PER DIEM (Please select a 'Type' of Meal from the drop-down list provided)					
Date	Location	Type	Description	Quantity	Total
November 6, 2024	Calgary	Meals - Dinner	CHOA Conference	1	\$ 32.00
November 7, 2024	Calgary	Meals - Dinner	CHOA Conference	1	\$ 32.00
November 8, 2024	Calgary	Meals - Lunch	CHOA Conference	1	\$ 21.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL					\$ 85.00

INCIDENTALS PER DIEM				
<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 9 of the Travel Expense Reimbursement Policy.</small>				
Date	Location	Description	Quantity	Total
November 7, 2024	Calgary	CHOA Conference - 2 Days	2	\$ 34.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL				\$ 34.00

ACCOMMODATION				
Date	Location	Description	Quantity	Total
November 7, 2024	Calgary	CHOA Conference - Hotel	1	\$ 243.69
	Calgary	Cab Fare	1	\$ 10.20
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL				\$ 253.89

OTHER				
<small>This section may be used for true meal expense(s) as per Section 8.6 of the Travel Expense Reimbursement Policy.</small>				
Date	Location	Description	Quantity	Total
November 7, 2024	Calgary	Hotel	1	\$ 243.69
November 7, 2024	Calgary	Cabfare to Conference	1	\$ 10.20
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL				\$ 253.89

TOTAL: \$ 1,393.98

Authorized Signature: