

COUNCIL & EXECUTIVE MANAGERS TRAVEL EXPENSE REPORT

January 2023



COUNCIL & EXECUTIVE MANAGERS TRAVEL EXPENSES

Name:

Date:

MILEAGE				
Date	Location	Description	KM Travelled	Total
January 10, 2023	Edmonton	Travel to Edmonton - return	501	\$ 305.61
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			TOTAL	\$ 305.61

MEALS PER DIEM (Please select a 'Type' of Meal from the drop-down list provided)					
Date	Location	Type	Description	Quantity	Total
January 10, 2023	Edmonton	Meals - Lunch	Meetings w/Minister Nally-Red Tape Reduction	1	\$ 21.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
			TOTAL		\$ 21.00

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
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			TOTAL	\$ -

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

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
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			TOTAL	\$ -

TOTAL: \$ 326.61

Authorized Signature: