

COUNCIL & EXECUTIVE MANAGERS TRAVEL EXPENSE REPORT

October 2024



LLOYDMINSTER

CITY OF LLOYDMINSTER
Finance Department
4420-50 Avenue
Lloydminster, AB/SK T9V 0W2
Phone: 780-875-6184
accountspayable@lloydminster.ca

COUNCIL & EXECUTIVE MANAGERS TRAVEL EXPENSES

Name: Michael Diachuk
Date: October

MILEAGE table with columns: Date, Location, Description, KM Travelled, Total. Includes entries for Edmonton return trips.

MEALS PER DIEM (Please select a 'Type' of Meal from the drop-down list provided) table with columns: Date, Location, Type, Description, Quantity, Total.

INCIDENTALS PER DIEM table with columns: Date, Location, Description, Quantity, Total. Includes EDA and ARPA conference entries.

ACCOMMODATION table with columns: Date, Location, Description, Quantity, Total. Includes hotel entries for Edmonton and Lake Louise.

OTHER table with columns: Date, Location, Description, Quantity, Total. Includes conference registration entries.

TOTAL: \$ 5,325.69

Authorized Signature: [Redacted Signature]



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COUNCIL & EXECUTIVE MANAGERS TRAVEL EXPENSES

Name: Lorelee Marin

Date: October

MILEAGE table with columns: Date, Location, Description, KM Travelled, Total. Includes entries for Paradise Valley and Sherwood Park.

MEALS PER DIEM (Please select a 'Type' of Meal from the drop-down list provided) table with columns: Date, Location, Type, Description, Quantity, Total. Includes entries for Lake Louise.

INCIDENTALS PER DIEM table with columns: Date, Location, Description, Quantity, Total. Includes entries for Lake Louise and Edmonton.

ACCOMMODATION table with columns: Date, Location, Description, Quantity, Total. Includes entry for Lake Louise.

OTHER table with columns: Date, Location, Description, Quantity, Total. Includes entry for Lake Louise.

TOTAL: \$ 2,407.68

Authorized Signature:

Signed by: [Redacted Signature]



COUNCIL & EXECUTIVE MANAGERS TRAVEL EXPENSES

Name:

Date:

MILEAGE				
Date	Location	Description	KM Travelled	Total
October 16, 2024	Vermilion	Lloydminster - Vermilion - Return - CAO/City Manager Meeting w/surrounding Municipalities	122	\$ 85.40
October 18, 2024	St. Albert	Lloydminster - St Albert - Return - AB MCMC Meetings	532	\$ 372.40
October 25, 2024	Moose Jaw	Lloydminster - Moose Jaw - Return - SK Manager's Meetings	1000	\$ 700.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			TOTAL	\$ 1,157.80

MEALS PER DIEM (Please select a 'Type' of Meal from the drop-down list provided)					
Date	Location	Type	Description	Quantity	Total
October 24, 2024	Moose Jaw	Meals - Lunch & Dinner	SK City Manager's Meetings	1	\$ 53.00
October 25, 2024	Moose Jaw	Meals - Daily	SK City Manager's Meetings	1	\$ 69.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
			TOTAL		\$ 122.00

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	
October 18, 2024	St. Albert	AB Mid-Sized Mayor's Caucus Meetings - 2 days	2	\$	34.00
October 25, 2024	Moose Jaw	SK City Manager's Meetings - 2 Days	2	\$	34.00
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
			TOTAL		\$ 68.00

ACCOMMODATION					
Date	Location	Description	Quantity	Total	
October 18, 2024	St Albert	Hotel	1	\$	237.62
October 25, 2024	Moose Jaw	Hotel	1	\$	145.75
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
			TOTAL		\$ 383.37

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: \$ 1,731.17

Authorized Signature:



COUNCIL & EXECUTIVE MANAGERS TRAVEL EXPENSES

Name:

Date:

MILEAGE				
Date	Location	Description	KM Travelled	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			TOTAL	\$ -

MEALS PER DIEM (Please select a 'Type' of Meal from the drop-down list provided)					
Date	Location	Type	Description	Quantity	Total
October 23, 2024	Traveling to Lake Louise	Meals - Lunch & Dinner	ARPA Conference October 23 - 27, 2024	1	\$ 53.00
October 24, 2024	Lake Louise	Meals - Breakfast & Lunch	ARPA Conference October 23 - 27, 2024	1	\$ 37.00
October 27, 2024	Traveling to Lloydminster	Meals - Daily	ARPA Conference October 23 - 27, 2024	1	\$ 69.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				TOTAL	\$ 159.00

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	
October 23, 2024	Lake Louise	ARPA Conference October 23 - 27, 2024	1	\$ 17.00	
October 24, 2024	Lake Louise	ARPA Conference October 23 - 27, 2024	1	\$ 17.00	
October 25, 2024	Lake Louise	ARPA Conference October 23 - 27, 2024	1	\$ 17.00	
October 26, 2024	Lake Louise	ARPA Conference October 23 - 27, 2024	1	\$ 17.00	
October 27, 2024	Lake Louise	ARPA Conference October 23 - 27, 2024	1	\$ 17.00	
				\$ -	
				\$ -	
				\$ -	
				TOTAL	\$ 85.00

ACCOMMODATION				
Date	Location	Description	Quantity	Total
October 27, 2024	Lake Louise	ARPA Conference October 23 - 27, 2024	1	\$ 908.44
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			TOTAL	\$ 908.44

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: \$ 1,152.44

Authorized Signature:

