

CORPORATION OF THE TOWNSHIP OF ESQUIMALT
EXPENSE ACCOUNT - ATTENDANCE AT CONVENTION, SEMINAR, ETC.

NAME		VENDOR CODE	
DEPARTMENT		DATE	20

PARTICULARS - ATTACH RECEIPTS	AMOUNT	GST
REGISTRATION FEES	\$	(1)
FERRY FARES/TOLLS		n/a
AIR FARES		(1)
PERSONAL CAR(FIRST 5000 KM)	0.00	0.00 (2)
PERSONAL CAR(AFTER 5000 KM)	0.00	0.00 (2)
BUS OR TAXI		0.00 (2)
PARKING		0.00 (2)
ACCOMMODATION		(1)
PER DIEM ALLOWANCE	0.00	0.00 (2)
<i>*use table below to calculate amount</i>		
SUNDRY (describe):		(1)
TOTAL EXPENSES	\$ 0.00	0.00
LESS: ACCOUNTABLE ADVANCE (if any)	-	
BALANCE TO BE CLAIMED (REFUNDED)	\$ 0.00	

I hereby certify that the above expenses were incurred on municipal business attending:

Location		Date(s)	
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Claimant's Signature		Approved by Department Head	
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	Account No.	Amount	GST	Tax	Finance Dept. Use Only	
Expenses					Checked	
Advance	10.34.341.001.0000.8030				Posted	

GST Factors: (1) Actual GST (2) 5% of Expense (3) 2.5% of Expense

RATES:

1 - **Per Diem** living allowances for Council and staff travelling on municipal business are:

- A. ~~\$65.00~~ \$85.00-per day for travel within Canada. ~~to the Greater Vancouver Regional District, the~~ Resort Municipality of Whistler and outside the Province of BC. For partial days or for meals included in registration fees or accommodation use the following breakdown and show calculations in space at bottom of form:

Breakfast	\$ 12.00	\$15.00
Lunch	\$ 18.00	\$25.00
Dinner	\$ 30.00	\$35.00
Incidentals	\$ 5.00	\$10.00

- B. ~~\$55.00~~ per day for travel to other destinations within the Province of BC. For partial days or for meals included in registration fees or accommodation use the following breakdown and show calculations in space at bottom of form:

Breakfast	\$ 10.00
Lunch	\$ 15.00
Dinner	\$ 25.00
Incidentals	\$ 5.00

2 - **Accommodation** - where accommodation is in non-commercial premises an allowance of up to ~~\$25.00~~ \$50.00 per night may be claimed without a receipt.

***enter in the amount of each per diem amount as indicated above
it will automatically calculate and populate in the form above
see Carol in Finance if you require more information**

	break	lunch	dinner	incidentals	total
day 1					0
day 2					0
day 3					0
day 4					0
day 5					0
Total Per Diem Allowance					0