



The Corporation of the City of Sault Ste. Marie
Travel Expense Claim Form
Elected Officials and Board/Committee Members

*** (Please fill out the Travel Report on the back of this form.)**

Name Mayor Matthew Shoemaker Date Submitted Thursday, August 22, 2024
 Department Mayor's Office
 Name of Function AMO Conference Place of Function Ottawa, Ontario
 Date of Function – from August 18, 2024 to August 20, 2024

Comments:

1. _____	Canadian Dollars	Corporate Visa
2. _____	(attach original receipts)	(attach copy of receipts)
3. _____		

Transportation – Air (attach receipts) _____ 409.20 ✓

– Car _____ km. @ .70 per km.

– Gas Car Rental City Vehicle (attach receipts) _____

– Car Rental Invoiced to City \$ _____

Ground Transportation–Taxis, Airport Bus, Airport Parking, Bridge Tolls, etc. (attach receipts) _____ 48.85 ✓

Lodging – Hotel / Motel Room (attach receipts) _____ 957.51 ✓

Registration Fees Paid in advance by City \$ 971.80 (attach receipts) _____ 971.80 ✓

Per Diem – Meal Allowance * **Note: Per Diems are not to be charged to Corporate Credit Card.**

Breakfast 1 @ \$16.00 Lunch 1 @ \$24.00 Dinner 3 @ \$36.00 _____ 148.00 ✓

Note: Meal Expenses to be claimed only if meal is not provided at function.

Per Diem – Incidentals 3 days @ \$15.00 per day * _____ 45.00 ✓

Are any of these expenses eligible for payment to you by an outside Association/Agency?

Yes No

TOTAL **193.00** **2,387.36**

Advances _____ -

Amount Due to City _____ -

Amount Due to Employee _____ 193.00

10-100-1000-6180
 Charge to Account No.

MSL
 Certified Correct by Mayor/Councillor or Board/Committee Member (signature)

Stephen Kinosh
 Approved – Chair, Finance Committee for Mayor's travel
 – Mayor for Councillors travel
 – Dept. Head for Board or Committee Member

For Finance Department's Use Only		Pre HST	_____
Checked By	_____	GST	_____
Date Received	_____	PVAT	_____
		Total Claim	_____

*** This claim is to be submitted to the Chief Financial Officer / City Treasurer within 10 days of return.**