The Corporation of the City of Sault Ste. Marie

2026 Travel Expense Claim Form

Elected Officials and Board/Committee Members

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

Date Submitted: Friday, May 15, 2026

Name: Matthew Shoemaker

Department: Mayor's Office

Name of Function: Great Lakes St. Lawrence Initiatives

Place of Function: Hamilton ON

Date of Function – from: May 5, 2026 to: May 7, 2026

Comments:

1. Mayor attended conference to advocate for SSM Port Project
2. City SSM also received an award at this conference
3.

		Canadian Dollars (attach original receipts)	Corporate Visa (attach copy of receipts)
Transportation – Air [x]	(attach receipts)		519.71
– Car _____ km. @ .72 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)		120.84
Lodging – Hotel / Motel Room	(attach receipts)		573.50
Registration Fees – Paid in advance by City $ 904.10	(attach receipts)		904.10
Per Diem – Meal Allowance * Note: Per Diems are not to be charged to Corporate Credit Card.			
Breakfast 2 @ $16.00 Lunch 2 @ $24.00 Dinner 2 @ $36.00		152.00	
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	
TOTAL		**197.00**	**2,118.15**

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

Yes [ ] No [x]

Advances	-
Amount Due to City	-
Amount Due to Employee	197.00

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

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

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

Checked By _____

Date Received _____

Pre HST _____
GST _____
PVAT _____
Total Claim _____

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

JAN 2026

** Travel By-law 2015-147*