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: Thursday, January 22, 2026

Name: Matthew Shoemaker | Department: Mayor's Office

Name of Function: ROMA Conference | Place of Function: Toronto Ontario

Date of Function – from: January 19, 2026 to: January 20, 2026

Comments:

1. Mayor's flight to ROMA was cancelled- he had to drive to Toronto.
2. Air Canada Flight was refunded. Porter Airlines provided credit of $148.55
3. Hotel cancellation fee due to reservation change - $270.07 was charged

		Canadian Dollars (attach original receipts)	Corporate Visa (attach copy of receipts)
Transportation – Air [x]	(attach receipts)		113.00
– Car 1,396.00 km. @ .72 per km.		1,005.12	
– Gas Car Rental [ ] City Vehicle [ ]	(attach receipts)		
– Car Rental Invoiced to City $			
Ground Transportation–Taxis, Airport Bus, Airport Parking, Bridge Tolls, etc.	(attach receipts)	104.42	
Lodging – Hotel / Motel Room	(attach receipts)		700.07
Registration Fees Paid in advance by City $ 757.10	(attach receipts)		757.10
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 1 @ $36.00		116.00	
Note: Meal Expenses to be claimed only if meal is not provided at function.			
Per Diem – Incidentals 2 days @ $15.00 per day *		30.00	
TOTAL		**1,255.54**	**1,570.17**

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	1,255.54

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*