The Corporation of the City of Sault Ste. Marie

2026 Travel Expense Claim Form

Elected Officials and Board/Committee Members

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

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

Date Submitted: August 27 2026

Name: Matthew Shoemaker

Department: Mayor's Office

Name of Function: AMO Conference

Place of Function: Ottawa ON

Date of Function – from: August 16 2026 to: August 18 2026

***All travel claims are to be in Canadian dollars. Exchange rate used will be the Bank of Canada rate during the travel period**

Comments:

1. Mayor travelled to AMO to advocate for SSM
2.
3.

		Canadian Dollars (attach original receipts)	Corporate Visa (attach copy of receipts)
Transportation – Air	[x]		1,998.88
– Car	____ km. @ .73 per km.		
– Gas Car Rental [ ] City Vehicle [ ]			
– Car Rental Invoiced to City $			
Ground Transportation–Taxis, Airport Bus, Airport Parking, Bridge Tolls, etc.			42.00
Lodging – Hotel / Motel Room			675.56
Registration Fees	Paid in advance by City $ 988.75		988.75
Per Diem – Meal Allowance	* Note: Per Diems are not to be charged to Corporate Credit Card.		
Breakfast 2 @ $16.00 Lunch 1 @ $24.00 Dinner 2 @ $36.00		128.00	
Per Diem – Incidentals	3 days @ $15.00 per day *	45.00	
TOTAL		**173.00**	**3,705.19**

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	173.00

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

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FEB 2026

** Travel By-law 2015-147*