



**Attachment #3**  
*Council Travel Expense Form*

Council Travel Expense Form

Name:	
Telephone No.	
Date:	
Travel Destination:	
Travel Dates:	
Conference Name:	
GL Account No.	

**A Expenses**

<b>Transportation:</b>			
Air Fare			
Taxi			
Ferries			
Mileage per km @ \$0.72 km	0	km	\$0.00
		Subtotal	\$0.00
Odometer Reading Before			
Odometer Reading After			

<b>Meals:</b>				Total
Per diem (no receipts required)		X	\$100.00	\$0.00
Deduct meals provided				
Breakfast		X	\$20.00	
Lunch		X	\$25.00	
Dinner		X	\$35.00	
			Subtotal:	\$0.00

Other (Specify)			
			\$0.00

<b>Hotel Accommodations</b>			
Total Amount Requested			
		Subtotal:	\$0.00

<b>Total Expenses</b>	<b>\$0.00</b>
-----------------------	---------------

**B Less: Advances Received**

--

<b>Amount Due</b>	<b>\$0.00</b>
-------------------	---------------

This form was updated January 2025.

Mayor or Councillor Signature:

--

Approved By \_\_\_\_\_