

FORM 2.7.1 STAFF TRANSPORTATION, SUBSISTENCE & PER DIEM CLAIM FORM

Name: _____ Date: _____

Meal Allowance: \$60/day

- Breakfast: \$15.00/day
- Lunch: \$20.00/day
- Dinner: \$25.00/day
- Reimbursement for alcohol is not eligible

Mileage Allowance: \$0.59/km
Incidental Expenses: \$25/day - receipts must be included

DATE: _____

Meeting or Event: _____ Location: _____

Duration: _____

Registration Costs: _____

Lodging Costs: _____ Total Expense: _____

Total Meals Claimed: _____

Incidental Expenses: _____

Mileage Traveled (km): _____

DATE: _____

Meeting or Event: _____ Location: _____

Duration: _____

Registration Costs: _____

Lodging Costs: _____ Total Expense: _____

Total Meals Claimed: _____

Incidental Expenses: _____

Mileage Traveled (km) _____

Total Claim: _____

Claimant's Signature: _____ Management: _____

Date: _____

The information on this form is collected under Section 33© of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to the Morinville Public Library. If you have any questions, please contact the Information Management/FOIP Coordinator for the Morinville Public Library at 10119 100 Ave, Morinville, Alberta, T8R 1P8 or (780)939-3292

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Name: _____	Date: _____
Per Diem Rates (for training and development taking place outside Morinville, and including travel time): <ul style="list-style-type: none"> • Sessions less than 2 hours \$40.00 • Half day (less than 4 hours) \$100.00 • Full day (4 + hours) \$150.00 	
Date: _____	
Activity Name: _____	
Duration: _____	
Location: _____	Total Per Diem: _____
Date: _____	
Activity Name: _____	
Duration: _____	
Location: _____	Total Per Diem: _____
Total Claim: _____	
Claimant's Signature: _____	Management: _____
	Date: _____

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