



POLICY AND PROCEDURE:

NAME: TRAVEL EXPENSE STATEMENT

CITY OF MARTENSVILLE

POLICY NO: 43/94

*****APPROVED TRAVEL ONLY**

DATE: _____

PAYABLE TO: NAME: _____

ADDRESS: _____

TO: _____ **FOR:** _____

MILEAGE: _____ km @ \$0.5499 per km = _____

Effective as of April 1, 2026

*****Subject to change as per Government of Saskatchewan**

MEALS:

<u>#</u>	<u>In Province:</u>	<u>Total:</u>	<u>#</u>	<u>Out of Province:</u>	<u>Total:</u>
_____	Breakfast - Max \$16.00 = _____	_____	_____	Breakfast - Max \$20.00 = _____	_____
_____	Lunch - Max \$23.00 = _____	_____	_____	Lunch - Max \$25.00 = _____	_____
_____	Supper - Max \$31.00 = _____	_____	_____	Supper - Max \$35.00 = _____	_____

***Per diem \$70.00**

***** Attach conference agenda**

ACCOMMODATION: HOTEL RATE = _____ @ \$ _____ = _____

*****Receipts must be attached for reimbursement.**

Other: _____ = _____
_____ = _____
_____ = _____

TOTALS: = _____

SIGNATURE: _____

APPROVED BY: _____

Council Adopting Resolution:

- Amended #108/010213
- Amended #123/020312
- Amended #437/050920
- Amended #120/031808

Date:

- Feb. 13/01
- Mar.12/02
- Sept.20/05
- Mar 18/08