

Highway 104 Corporation  
 2018/19 CEO Quarterly Travel Expense & Hospitality Report

Paul Richard, PEng

Travel Expenses	Apr 1 - Jun 30 2018	Jul 1 - Sep 30 2018	Oct 1 - Dec 31 2018	Jan 1 - Mar 31 2019	Totals
Km Driven	1,320	790	560		2,670
Reimbursement	335	200	142		677
Parking and Tolls	\$ 44				44
Airport Cabs	\$ 12				-
Airfare					-
Subtotal:	\$391	\$200	\$142	\$0	734

Lodging					
Lodging	328				328
Transportation	\$725				725
Subtotal:	\$1,053	\$0	\$0		\$1,053

Food					
Breakfast					-
Lunch	349	89	70		508
Dinner	20				20
Miscellaneous					-
Subtotal:	\$369	\$89	\$70		528

Miscellaneous					
Mthly Travel Allowance	1,032	1,032	1,032	1,032	\$ 4,128
Subtotal:	1,032	1,032	1,032	1,032	\$ 4,128
Quarterly Total:	\$2,845	\$1,321	\$1,244	\$1,032	\$ 6,442

Hospitality Record			
Date	Location	Business Purpose	Cost
Total:			\$0

Mileage Rate: ..... \$0.2537