

**TRAVEL EXPENSE CLAIM FORM
MUNICIPALITY OF THE DISTRICT OF ARGYLE**

Name: Alain Muise Travel Dates: Course - May 23/19

Telephone: _____ Function: _____

1) **KILOMETRES:** ^{45.85} (44.15 cents per kilometer) as of ^{May 15/19} April 1, 2018

DATE	FROM	TO	#KILOMETRES
TOTAL			

PAID
JUN - 6 2019
20303

2) **MEALS:** (no receipts necessary)
(Meals = \$60.00/day Breakfast \$15.00 Lunch \$20.00 Supper \$25.00)

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

3) **LODGING:** (attach receipts)

POSTED
170766

_____ \$ _____
 _____ \$ _____

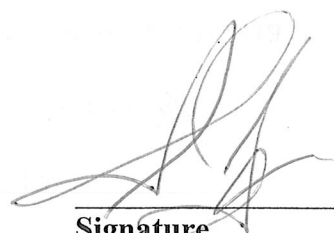
4) **TAXIS, BUSES, PARKING, ETC.** (attach receipts)

_____ \$ _____
 _____ \$ _____

5) **OTHER:** (attach receipts)

COURSE FEE (HST of 34.50 incl) \$ 264.50

_____ \$ _____
 _____ \$ _____

 _____ Signature	# 21920-003	239.86	Subtotal: \$ <u>264.50</u> Less Advance \$ _____ TOTAL \$ <u>264.50</u> Date <u>May 28/19</u>
	32290-500	24.64	
		<u>264.50</u>	

Reserved for Finance Office:

Authorized by: Chief Administrative Officer Director of Finance

Date: May 28/19 Signature: Maisha Dior

Posted on municipal website: