

TRAVEL EXPENSE CLAIM FORM
MUNICIPALITY OF THE DISTRICT OF ARGYLE

Name: Nicole Albright

Travel Dates: Nov. 7-10, 2017

Telephone: 902-648-0184

Function: UNSM

1) KILOMETRES: (42.89 cents per kilometer) as of May 10, 2017

DATE	FROM	TO	#KILOMETRES
Nov. 7/17	Belleville	Halifax	280
Nov. 10/17	Halifax	Belleville	280

TOTAL \$ 240.18 ^

2) MEALS: (no receipts necessary)

(Meals = \$60.00/day Breakfast \$15.00 Lunch \$20.00 Supper \$25.00)

Nov. 7 - Supper	\$ 25.00
Nov. 8 - Breakfast + Supper	\$ 40.00
Nov. 9 - Breakfast + Breakfast	\$ 15.00
Nov. 10 - Breakfast + Lunch	\$ 35.00
	<u>\$ 115</u> ^

PAID
 NOV 24 2017
 18070

3) LODGING: (attach receipts)

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

POSTED
 148126

5) OTHER: (attach receipts)

Loss of wages benefit as per policy \$ 250 ^

21135-000 548.80
 32290-500 56.38
605.18

Subtotal: \$ 605.18
 Less Advance \$ _____
TOTAL \$ 605.18

Nicole Albright
 Signature

Nov. 14/17
 Date

Reserved for Finance Office:

Authorized by: Chief Administrative Officer Director of Finance

Date: Nov 17/17 Signature: _____

Posted on municipal website: