

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

Name: Danny Muise Travel Dates: Nov 6-9, 2018

Telephone: 902-648-0070 Function: NSFM

**1) KILOMETRES: (44.15 cents per kilometer) as of April 1, 2018**

DATE	FROM	TO	#KILOMETRES
Nov 6	Tusket	Halifax	295
Nov 9	HALIFAX	Tusket	295
TOTAL			\$ 260.49 ✓

**2) MEALS: (no receipts necessary)**

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

Nov 6 - Supper	\$ 25.00	} = 115.00 ✓
Nov 7 - Breakfast + Supper	\$ 40.00	
Nov 8 - Breakfast	\$ 15.00	
Nov 9 - Breakfast & lunch	\$ 35.00	

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

Westin - Nov 6-9 \$ 576.78 ✓

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

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

POSTED  
 NOV 27 2018  
 CHG 19604

#21135-000 863.55  
 32290-500 88.72  
 952.27

Subtotal: \$ 952.27  
 Less Advance \$ -  
**TOTAL \$ 952.27 ✓**

Danny Muise  
 Signature

Nov 14, 2018  
 Date

POSTED  
 165545  
 165778

Reserved for Finance Office:

Authorized by:  Chief Administrative Officer  Director of Finance

Date: NOV 15 18

Signature: Maisha Chio

Posted on municipal website:



Westin Nova Scotian  
 1181 Hollis Street  
 Halifax, NS B3H 2P6  
 Canada  
 Tel: 902 421-1000 Fax: 902 422-9465



Danny Muise  
 UK02AD - Union of Nova Scotia Munic Att

Page Number : 2 Invoice Nbr : 481695  
 Guest Number : 1036992  
 Folio ID : A  
 Arrive Date : 06-NOV-18 15:55  
 Depart Date : 09-NOV-18 11:18  
 No. Of Guest : 1  
 Room Number : 404  
 Club Account :

\*\* Total 576.78 -576.78  
 \*\*\* Balance 0.00

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room/Levy	Fd & Bev	Gratuity	Taxes	Other	Total	Payment
11-06-2018	162.18	0.00	0.00	25.08	5.00	192.26	0.00
11-07-2018	162.18	0.00	0.00	25.08	5.00	192.26	0.00
11-08-2018	162.18	0.00	0.00	25.08	5.00	192.26	0.00
11-09-2018	0.00	0.00	0.00	0.00	0.00	0.00	-576.78
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Total	486.54	0.00	0.00	75.24	15.00	576.78	-576.78

Signature \_\_\_\_\_

Westin Nova Scotian  
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Tax Invoice

Tax ID : 899994933RT0001

Westin Nova Scotian NOV-09-2018 11:18 RROGERS

Date	Reference	Description	Charges (CAD)	Credits (CAD)
06-NOV-18	RT404	Room Charge	159.00	
06-NOV-18	RT404	HRM Levy 2.0%	3.18	
06-NOV-18	RT404	HST Tax - Room 15%	24.33	
06-NOV-18	RT404	Guest Self Parking	5.00	
06-NOV-18	RT404	HST Tax 15% Parking	0.75	
07-NOV-18	RT404	Room Charge	159.00	
07-NOV-18	RT404	HRM Levy 2.0%	3.18	
07-NOV-18	RT404	HST Tax - Room 15%	24.33	
07-NOV-18	RT404	Guest Self Parking	5.00	
07-NOV-18	RT404	HST Tax 15% Parking	0.75	
08-NOV-18	RT404	Room Charge	159.00	
08-NOV-18	RT404	HRM Levy 2.0%	3.18	
08-NOV-18	RT404	HST Tax - Room 15%	24.33	
08-NOV-18	RT404	Guest Self Parking	5.00	
08-NOV-18	RT404	HST Tax 15% Parking	0.75	
09-NOV-18	MC	Mastercard-7144		-576.78

\*\*\*For Authorization Purpose Only\*\*\*

xxxxxx7144

Date	Code	Authorized	
06-NOV-18	06397S	643.95	

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