

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

Name: Danny Muise Travel Dates: Nov 5 - 8, 2019

Telephone: \_\_\_\_\_ Function: NSFM Conferance

**1) KILOMETRES:** <sup>45.85</sup> ~~(44.15~~ cents per kilometer) as of April 1, 2018

DATE	FROM	TO	#KILOMETRES
Nov 5	Tusket	Halifax	291
Nov 8	Halifax	Tusket	291
TOTAL			\$ 266.85

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

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

✓ Breakfast - Nov 6,7,8 - three @ \$15.00 \$ 45.00  
 ✓ Suppers - Nov 5 and 6 - two @ \$25.00 \$ 50.00  
 ✓ Lunch - Nov 8 one @ \$20.00 \$ 20.00 115.00

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

Hotel \$ 534.90

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

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

# 21135-000 \$ 31.34  
 32290-50 85.41  
 916.75

Subtotal: \$ 916.75  
 Less Advance \$ \_\_\_\_\_  
**TOTAL \$ 916.75**

*Danny Muise*  
 Signature

Nov 12, 2019  
 Date

Reserved for Finance Office:

Authorized by:  Chief Administrative Officer  Director of Finance

Date: 16 Nov 19

Signature: 

Posted on municipal website:

PAID  
 NOV 20 2019  
 Chg 20999