

TRAVEL EXPENSE CLAIM FORM
MUNICIPALITY OF THE DISTRICT OF ARGYLE

Name: Richard Donaldson Travel Dates: Nov. 29th - Dec 2nd
2016

Telephone: 902-648-4619 Function: UNSM

1) KILOMETRES: (42.31 c per kilometer) as of October 1, 2016

DATE	FROM	TO	#KILOMETRES
Nov 29 th /16	Argyle	Halifax	300
Dec 2 nd /16	Halifax	Argyle	300
			600
TOTAL			\$ 253.86

2) MEALS: (no receipts necessary)

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

Nov 29th - S - \$25.00 Nov 30th - B - \$15.00 S - \$25.00 \$ 65

Dec 1st - B - \$15 \$ 15

Dec 2nd - B - \$15 L - \$20.00 \$ 35

\$ 115.00

3) LODGING: (attach receipts)

\$ _____

\$ 527.52

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

\$ _____

\$ _____

5) OTHER: (attach receipts)

as per policy Not eligible as per new policy

\$ ~~250.00~~

\$ _____

PAID
DEC 13 2016
 #016716

Richard Donaldson
 Signature

Conference Banquet

Subtotal: \$ 896.38
 Less Advance - \$ 74.75
TOTAL \$ ~~1116.63~~ 821.63

Dec 5th, 2016
 Date

POSTED
 131191

21135-000 745.08
 32290-500 76.55
821.63

Reserved for Finance Office:

Authorized by: _____ Chief Administrative Officer _____ Director of Finance

Date: _____ Signature: _____

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

WESTIN®

HOTELS & RESORTS

Richard Donaldson
 Po Box 162
 Arcadia, NS, B0W 1B0
 Canada

Page Number : 1 Invoice Nbr : 371596
 Guest Number : 903740
 Folio ID : A
 Arrive Date : 29-NOV-16 17:05
 Depart Date : 02-DEC-16 07:27
 No. Of Guest : 2
 Room Number : 454
 Club Account :

Tax Invoice

Tax ID : #699994933 RT00C1

Westin Nova Scotian DEC-02-2016 07:27 KISTTSAMS

Date	Rate	Description	Charges (CAD)	Gratuities (CAD)
29-NOV-16	RT454	Room Charge	145.00	
29-NOV-16	RT454	HRM Levy 2.0%	2.90	
29-NOV-16	RT454	HST Tax - Room * 5%	22.19	
29-NOV-16	RT454	Guest Self Parking	5.00	
29-NOV-16	RT454	HST Tax 15% Parking	0.75	
30-NOV-16	RT454	Room Charge	145.00	
30-NOV-16	RT454	HRM Levy 2.0%	2.90	
30-NOV-16	RT454	HST Tax - Room * 5%	22.19	
30-NOV-16	RT454	Guest Self Parking	5.00	
30-NOV-16	RT454	HST Tax 15% Parking	0.75	
01-DEC-16	RT454	Room Charge	145.00	
01-DEC-16	RT454	HRM Levy 2.0%	2.90	
01-DEC-16	RT454	HST Tax - Room * 5%	22.19	
01-DEC-16	RT454	Guest Self Parking	5.00	
01-DEC-16	RT454	HST Tax 15% Parking	0.75	
02-DEC-16	MC	Mastercard-3334		

For Authorization Purpose Only

xxxxxx3334

Date	Code	Authorized
29-NOV-16	029175	100
29-NOV-16	030485	427.52

-527.52
Personal
CL

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