

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

Name: Richard Donaldson Travel Dates: April 17th - 18th 2017

Telephone: 902 648 4619 Function: Provincial Volunteer Bandquet

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

| DATE | FROM | TO | #KILOMETRES |
|------------------------|---------|---------|------------------|
| April 17 th | Argyle | Halifax | 300 |
| April 18 th | Halifax | Argyle | 300 |
| | | | <u>600</u> |
| TOTAL | | | \$ <u>253.86</u> |

2) MEALS: (no receipts necessary)

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

| | | | |
|------------------------|----------------------|--------|--------------|
| March 20 th | YAIC | Supper | \$ 25.00 |
| April 17 th | | Supper | \$ 25.00 |
| April 18 th | - Breakfast & Supper | | \$ 40.00 |
| | | | <u>90.00</u> |

3) LODGING: (attach receipts)

_____ \$ _____
 _____ mun m/c PAID \$ —

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

_____ \$ _____
 _____ APR 25 2017
17184 \$ _____

5) OTHER: (attach receipts)

_____ \$ _____

POSTED
134125

Subtotal: \$ 343.86
 Less Advance \$ —
TOTAL \$ 343.86

Richard Donaldson
 Signature

April 19th 2017
 Date

* # 27112-012 289.16
 * # 21290-001 -22.67
32290-500 32.03

Reserved for Finance Office:

Authorized by: Chief Administrative Officer _____ Director of Finance

Date: _____ Signature: [Signature] 343.86

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

Name: Richard Donaldson Travel Dates: _____

Telephone: 902 648 4619 Function: _____

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

| DATE | FROM | TO | #KILOMETRES |
|-------|------|-------------------------------|-------------|
| | | PAID JUL 12 2017 175.71 | |
| | | | |
| | | | |
| TOTAL | | | \$ _____ |

2) MEALS: (no receipts necessary)

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

May 15th YAIC, June 14th Berrington Meeting, \$ _____
June 19th YAIC, June 27th DOT + Council \$ _____
4 Suppers \$ 100.00

3) LODGING: (attach receipts)

_____ \$ _____
 _____ \$ _____

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

_____ \$ _____
 _____ \$ _____

5) OTHER: (attach receipts)

_____ \$ _____
 _____ \$ _____

POSTED
139474

Subtotal: \$ _____
Less Advance \$ _____
TOTAL \$ 900

Richard Donaldson

 Signature

June 30th, 2017

 Date

#21112-000 90.69
 32290-500 9.31
 100.00

Reserved for Finance Office:

Authorized by: Chief Administrative Officer Director of Finance

Date: _____ Signature: _____