

**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
TOTAL			\$ _____

PAID  
JUL 12 2017  
175.71

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

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

May 15<sup>th</sup> YAIC \$ \_\_\_\_\_  
June 14<sup>th</sup> Berrington Meeting \$ \_\_\_\_\_  
June 19<sup>th</sup> YAIC \$ \_\_\_\_\_  
June 27<sup>th</sup> 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 30<sup>th</sup>, 2017  
 Date

90.69  
 9.31  
100.00

#21112-000  
 32290-500

Reserved for Finance Office:

Authorized by:  Chief Administrative Officer     Director of Finance

Date: \_\_\_\_\_ Signature: \_\_\_\_\_