

TRAVEL EXPENSE CLAIM FORM
MUNICIPALITY OF THE DISTRICT OF ARGYLE

Name: Richard Donaldson Travel Dates: Nov 7th-10th, 2017

Telephone: 902 648 4619 Function: UNSM

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

DATE	FROM	TO	#KILOMETRES
Nov. 7 th	Argyle	Halifax	300 Kms
Nov. 10 th	Halifax	Argyle	300 Kms
TOTAL			\$ 253.86

2) MEALS: (no receipts necessary)

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

Nov. 7th - Supper - \$25, Nov. 8th - Breakfast & Supper - \$40
 Nov. 9th - Breakfast - \$15
 Nov. 10th - Breakfast & Lunch - \$35

\$ 65
 \$ 15
 \$ 35
 \$ 115

3) LODGING: (attach receipts)

\$ 552.50 ✓

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

5) OTHER: (attach receipts)

POSTED
148128

21135-000 835.52
 32290-500 85.84
921.36

Subtotal: \$ 921.36
 Less Advance \$
TOTAL \$ 921.36

Richard Donaldson
 Signature

PAID
 NOV 24 2017
 18073

Nov. 14, 2017
 Date

Account # 01-21135-000

Reserved for Finance Office:

Authorized by: Chief Administrative Officer _____ Director of Finance

Date: _____ Signature: [Signature]

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



Richard Donaldson
 Union Of Nova Scotia Municipal
 P O BOX 16
 PUBNICO, NS, B0W 2W0
 Canada

Page Number : 2 Invoice Nbr : 429286
 Guest Number : 971733
 Folio ID : A
 Arrive Date : 07-NOV-17 15:55
 Depart Date : 10-NOV-17 07:20
 No. Of Guest : 2
 Room Number : 611

I agreed to pay all room & incidental charges.

PG - A1150

As a Starwood Preferred Guest you have earned at least 742 Starpoints for this visit A1150

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room/Levy	Fd & Bev	Gratuity	Taxes	Other	Total	Payment
11-07-2017	216.58	0.00	0.00	32.49	0.00	249.07	0.00
11-08-2017	216.58	0.00	0.00	32.49	0.00	249.07	0.00
11-09-2017	216.58	0.00	0.00	32.49	0.00	249.07	0.00
11-10-2017	-169.31	0.00	0.00	-25.40	0.00	-194.71	-552.50
Total	480.43	0.00	0.00	72.07	0.00	552.50	-552.50

Signature _____

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