

TRAVEL EXPENSE CLAIM FORM
MUNICIPALITY OF THE DISTRICT OF ARGYLE

Name: Richard Donaldson Travel Dates: Nov. 6th + Nov. 20th
Nov. 22nd

Telephone: 902 648 4619 Function: _____

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

DATE	FROM	TO	#KILOMETRES
TOTAL			\$ _____

2) MEALS: (no receipts necessary)

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

<u>Nov. 6th DPC, Lunch</u>	\$ <u>20.00</u>
<u>Nov. 20th YATC Supper</u>	\$ <u>25.00</u>
<u>Nov. 22nd Department of Highway & Infrastructure, Supper</u>	\$ <u>25.00</u>
	<u>970.00</u>

3) LODGING: (attach receipts)

 \$ _____

 \$ _____

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

 \$ _____

 \$ _____

5) OTHER: (attach receipts)

<u>21290-001 63.48</u>	\$ _____
<u>32290-500 6.52</u>	\$ _____
<u>70.00</u>	\$ _____

POSTPAID
 148566

Subtotal: \$ _____
Less Advance \$ _____
TOTAL \$ 70.00

Richard Donaldson
 Signature

PAID
 DEC 14 2017
 18129

Nov 27/17
 Date

Reserved for Finance Office:

Authorized by: Chief Administrative Officer Director of Finance

Date: _____ Signature: _____