

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

Name: Richard Donaldson Travel Dates: Jan 30<sup>th</sup> - 31<sup>st</sup>

Telephone: 648 4619 Function: UNSM - Modernization

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

DATE	FROM	TO	#KILOMETRES
Jan 30 <sup>th</sup>	Argyle	Halifax	300
Jan 31 <sup>st</sup>	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)

Jan 30 <sup>th</sup>		Supper	\$ 25.00
Jan 31 <sup>st</sup>	Breakfast	Supper	\$ 40.00
			\$ <u>65.00</u>

**3) LODGING: (attach receipts)**

Attached \$ \_\_\_\_\_

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

\_\_\_\_\_ \$ \_\_\_\_\_

**5) OTHER: (attach receipts)**

\_\_\_\_\_ \$ \_\_\_\_\_

**POSTED**  
150399

# 21112-000 289.15  
 32290-500 29.71  
318.86

Subtotal: \$ \_\_\_\_\_  
 Less Advance \$ \_\_\_\_\_  
**TOTAL** \$ 318.86

Richard Donaldson Signature [Signature] Date Feb. 1<sup>st</sup> 2018

Reserved for Finance Office:  
 Authorized by: [Signature] Chief Administrative Officer \_\_\_\_\_ Director of Finance  
 Date: 2/3/18 Signature: [Signature]