

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

Name: Richard Donaldson

Travel Dates: Feb. 13th - Avalon {Tin Mine}

Feb. 26th - YAIC

March 16th - CNSOPB {Canada-Nova}

Telephone: 902 648 4619

Function: Scotia offshore Petroleum Board }

1) KILOMETRES: (42.89 cents per kilometer) as of May 10, 2017

DATE	FROM	TO	#KILOMETRES
Feb 13/18	Lower Argyle	Jarmouth	

TOTAL \$ _____

PAID
APR - 4 2018
18538

2) MEALS: (no receipts necessary)

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

<u>Feb. 13/18</u>	<u>Avalon</u>	<u>Tin Mine</u>	<u>supper \$25.00</u>	\$ <u>25.00</u>
<u>Feb. 26/18</u>	<u>YAIC</u>		<u>supper \$25.00</u>	\$ <u>25.00</u>
<u>March 16/18</u>	<u>Canada-Nova Scotia offshore Petroleum Board</u>		<u>\$ 25.00</u>	\$ <u>25.00</u>

3) LODGING: (attach receipts)

_____ \$ _____
_____ \$ _____

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

_____ \$ _____
_____ \$ _____

5) OTHER: (attach receipts)

_____ \$ _____
_____ \$ _____

POSTED
151811

21112-WO 68.01
32290-SW 6.99
75.00

Subtotal: \$ 75.00
Less Advance \$ _____
TOTAL \$ 75.00

Richard Donaldson
Signature

March 19th, 2018
Date

Reserved for Finance Office:

Authorized by: Chief Administrative Officer Director of Finance

Date: Mar 19/18

Signature: [Signature]

Posted on municipal website: