

TRAVEL EXPENSE CLAIM FORM
MUNICIPALITY OF THE DISTRICT OF ARGYLE

Name: Richard Donaldson Travel Dates: Nov 6th - 9th, 2018
 Telephone: 902 648 4619 Function: N.S. F.M.

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

DATE	FROM	TO	#KILOMETRES
Nov 6 th	Argyle	HaliExx	300
Nov 9 th	HaliExx	Argyle	300
			<u>600</u>

TOTAL \$ 264.90 ✓

2) MEALS: (no receipts necessary)

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

Nov 6th Supper \$25, Nov 7th Breakfast + Supper \$40 - \$ 65
 Nov 8th Breakfast \$15 \$ 15
 Nov 9th Breakfast & Lunch \$35 \$ 35
 \$ 115 ✓

3) LODGING: (attach receipts)

Paid with Municipal MC #631.23 \$ 631.23
receipt attached

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

\$ /
 \$ /

5) OTHER: (attach receipts)

\$ /
 \$ /

Richard Donaldson
 Signature

PAID
 NOV 27 2018
 Chq 19602
 POSTED
 165549
 165776

Subtotal: \$ 1011.13
 Less Advance \$ -631.23
 TOTAL \$ 379.90
 Date Nov 13th, 2018

#21135-000 344.51
 32290-500 35.39
379.90

Reserved for Finance Office:

Authorized by: _____ Chief Administrative Officer Director of Finance

Date: _____ Signature: Maisha d'Go

COPY

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

WESTIN®

HOTELS & RESORTS

Richard Donaldson
Po Box 162
Arcadia, NS, B0W 1B0
Canada
UK02AD - Union of Nova Scotia Munic Att

Page Number : 1 Invoice Nbr : 481627
Guest Number : 1034009
Folio ID : A
Arrive Date : 06-NOV-18 16:01
Depart Date : 09-NOV-18 08:11
No. Of Guest : 1
Room Number : 706
Club Account :

Tax Invoice

Tax ID : 899994933RT0001

Westin Nova Scotian NOV-09-2018 08:11 VRIMLAND

Date	Reference	Description	Charges (CAD)	Credits (CAD)
06-NOV-18	S509	Internet-Guest Room	11.95	
06-NOV-18	S509	HST Tax 15% Internet	1.79	
06-NOV-18	114	Valet Parking	27.00	
06-NOV-18	114	HST Tax 15% Valet	4.05	
06-NOV-18	RT706	Room Charge	149.00	
06-NOV-18	RT706	HRM Levy 2.0%	2.98	
06-NOV-18	RT706	HST Tax - Room 15%	22.80	
07-NOV-18	0714	Valet Parking	27.00	
07-NOV-18	0714	HST Tax 15% Valet	4.05	
07-NOV-18	RT706	Room Charge	149.00	
07-NOV-18	RT706	HRM Levy 2.0%	2.98	
07-NOV-18	RT706	HST Tax - Room 15%	22.80	
08-NOV-18	114	Valet Parking	27.00	
08-NOV-18	114	HST Tax 15% Valet	4.05	
08-NOV-18	RT706	Room Charge	149.00	
08-NOV-18	RT706	HRM Levy 2.0%	2.98	
08-NOV-18	RT706	HST Tax - Room 15%	22.80	
09-NOV-18	MC	Mastercard-4602		-631.23

For Authorization Purpose Only

xxxxxx4602

Date Code Authorized

06-NOV-18

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 Halifax, NS B3H 2P6
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Page Number : 2 Invoice Nbr : 481627
 Guest Number : 1034009
 Folio ID : A
 Arrive Date : 06-NOV-18 16:01
 Depart Date : 09-NOV-18 08:11
 No. Of Guest : 1
 Room Number : 706
 Club Account :

465 603.45

09-NOV-18 465 631.23

** Total 631.23 -631.23
 *** Balance 0.00

I agreed to pay all room & incidental charges.



EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room/Levy	Fd & Bev	Gratuity	Taxes	Other	Total	Payment
11-06-2018	151.98	0.00	0.00	24.59	43.00	219.57	0.00
11-07-2018	151.98	0.00	0.00	22.80	31.05	205.83	0.00
11-08-2018	151.98	0.00	0.00	22.80	31.05	205.83	0.00
11-09-2018	0.00	0.00	0.00	0.00	0.00	0.00	-631.23
Total	455.94	0.00	0.00	70.19	105.10	631.23	-631.23

Signature _____