

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

Name: Richard Donaldson Travel Dates: Nov 29<sup>th</sup>, Dec 20<sup>th</sup>  
Jan 15, Jan 18<sup>th</sup>  
Jan 29<sup>th</sup>

Telephone: 643-4619 Function: Meals after Meetings

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

| DATE                                      | FROM | TO | #KILOMETRES |
|---|------|----|-------------|
| <del>Airport Board - Nov 29, Dec 20</del> |      |    |             |
|   |      |    |             |
|   |      |    |             |
| TOTAL                                     |      |    | \$ _____    |

**2) MEALS: (no receipts necessary)**

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

Airport Board - Nov 29, Dec 20, Jan 29. 3 Lunches \$ 60.00  
{ YATC, Hospital Cancer Meeting }  
{ Jan 15<sup>th</sup>, Jan 18<sup>th</sup> } 2 Suppers \$ 50.00  
\$110.00

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

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

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

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

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

**POSTED**  
 150396

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

# 21290-001 99.75  
 32290-500 10.25  
110.00

Subtotal: \$ \_\_\_\_\_  
 Less Advance \$ \_\_\_\_\_  
**TOTAL** \$ 110.00

Richard Donaldson  
 Signature

Walter Feb 1<sup>st</sup>, 2019  
 Date

Reserved for Finance Office:

Authorized by:  Chief Administrative Officer

\_\_\_\_\_  
 Director of Finance

Date: \_\_\_\_\_

Signature: [Signature]