

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

Name: Richard Donaldson Travel Dates: Nov. 19 YALC  
Nov. 26 EMO yarmouth  
Dec. 17 YALC  
Telephone: 902 6484619 Function: 2 YALC  
1 EMO

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

DATE	FROM	TO	#KILOMETRES
TOTAL			\$ <u>197.21</u>

PAID  
DEC 20 2018  
197.21

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

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

3 suppers \$ 75.00  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

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

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

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

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

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

21112-000 68.01  
32290-500 6.99  
75.00  
\$ \_\_\_\_\_  
\$ \_\_\_\_\_

POSTED  
PT66523

Subtotal: \$ 75.00  
Less Advance \$ \_\_\_\_\_  
**TOTAL** \$ 75.00

Richard Donaldson  
Signature

December 19, 2018  
Date

Reserved for Finance Office:

Authorized by: \_\_\_\_\_ Chief Administrative Officer \_\_\_\_\_ Director of Finance

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

