

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

Name: Richard Donaldson Travel Dates: ~~Feb 21~~, May 10<sup>th</sup>, 2019

Telephone: 902 648 4619 Function: Mariners Centre  
Steering Comm.

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

DATE	FROM	TO	#KILOMETRES
May 10 <sup>th</sup>	Argyle	Halifax	300
May 10 <sup>th</sup>	Halifax	Argyle	300
TOTAL			<u>600</u>
			\$ <del>253.86</del>

2) MEALS: (no receipts necessary)  
 (Meals = \$60.00/day Breakfast \$15.00 Lunch \$20.00 Supper \$25.00)

May 10<sup>th</sup> \$ 15.00  
 \$ 25.00  
 \$ ~~40.00~~

3) LODGING: (attach receipts) 21112-000 276.49  
 32290-500 28.41

4) TAXIS, BUSES, PARKING, ETC. (attach receipts) 304.90

5) OTHER: (attach receipts) POSTED  
 PC170561

PAID  
 MAY 17 2019  
 020246

Subtotal: \$ \_\_\_\_\_  
 Less Advance \$ \_\_\_\_\_  
 TOTAL \$ 293.86

Richard Donaldson  
 Signature

May 10<sup>th</sup> / 19 304.90  
 Date

Reserved for Finance Office:  
 Authorized by: \_\_\_\_\_ Chief Administrative Officer \_\_\_\_\_ Director of Finance  
 Date: May 15 / 19 Signature: \_\_\_\_\_