

TRAVEL EXPENSE CLAIM FORM
MUNICIPALITY OF THE DISTRICT OF ARGYLE

Name: Richard Donaldson Travel Dates: 05/11/19 - 08/11/19

Telephone: 902 648 4619 Function: N.S.F.M.

1) KILOMETRES: ⁴⁵⁸⁵ ~~(42.31 c per kilometer)~~ as of ^{April 2019} ~~October 1, 2016~~

DATE	FROM	TO	#KILOMETRES
05/11/19	Argyle	Halifax	300
08/11/19	Halifax	Argyle	300
			<u>600</u>
TOTAL			\$ <u>275.10</u>

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

05/11/19 - Supper	06/11/19 - Breakfast + supper	\$ 65.00
07/11/19 - Breakfast	08/11/19 Breakfast + lunch	\$ 50.00
		<u>\$ 115.00</u>

Total

3) LODGING: (attach receipts)
Paid by Mun. MC receipt attached \$ _____

4) TAXIS, BUSES, PARKING, ETC. (attach receipts)
 \$ _____
 \$ _____

5) OTHER: (attach receipts)
 \$ _____
 \$ _____

#21135-000	353.76	Subtotal:	\$ _____
32290-500	36.74	Less Advance	\$ _____
	<u>390.10</u>	TOTAL	\$ <u>390.10</u>

Richard Donaldson
 Signature

12/11/2019
 Date

POSTED
 183021
 183030

PAID
 NOV 20 2019
 Chq R1003

Reserved for Finance Office:

Authorized by: _____ Chief Administrative Officer _____ Director of Finance

Date: Nov 20/2019 Signature: [Signature]