

TRAVEL EXPENSE CLAIM FORM
MUNICIPALITY OF THE DISTRICT OF ARGYLE

Name: Richard Donaldson Travel Dates: 05/29/19 - 06/03/19
 Telephone: 902 648 4619 Function: FCM Quebec City

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

DATE	FROM	TO	#KILOMETRES
05/29/19	Argyle	Halifax Airport	296
06/03/19	Halifax Airport	Argyle	296
TOTAL			592 = \$ 271.44 ✓

2) MEALS: (no receipts necessary)

(Meals = \$60.00/day Breakfast \$15.00 Lunch \$20.00 Supper \$25.00)
 { May 29 - supper } { May 30 - all three } = \$25 + \$60 = \$ 85.00 -
 { May 31 - supper } { June 1 - supper } = \$50 = \$ 50.00 -
 { June 2 - all three } { June 3 - all three } = \$60 = \$ 60.00 -
 = \$ 195.00

3) LODGING: (attach receipts)

May 29 - Halifax Airport = \$ 159.63 -
 May 30 - June 3 - Quebec City = \$ 1090.04 -
 = \$ 1249.67

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

Taxis To and From Airport Quebec City \$40.37 X 2 = \$ 80.74
 Parking Halifax Airport = \$ 95.00
 = \$ 175.74

5) OTHER: (attach receipts)

FCM policy = \$ 650.00

21135-000 2526.74
 31290-500 215.32
 2542.08
 Subtotal: \$ _____
 Less Advance \$ _____
 TOTAL \$ 2542.08

Richard Donaldson
Signature

June 5th, 2019
Date

POSTED
173359
173374

PAID

JUN 28 2019

Chq 20409

Reserved for Finance Office:

Authorized by: _____ Chief Administrative Officer Director of Finance

Date: June 28/19

Signature: Maisha dhor