

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

Name: Richard Donaldson Travel Dates: April 25th

Telephone: 902 648 4619 Function: Develop N.S. Rural Internet

*Paid
Payroll
May 9/19
AM*

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

DATE	FROM	TO	#KILOMETRES
April, 25 th /19	Argyle	Bridgewater	170 Km
April 25 th /19	Bridgewater	Argyle	170 Km
TOTAL			340 Km
			\$ 150.11

2) MEALS: (no receipts necessary)

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

_____ \$ _____
Lunch \$ 20.00
 _____ \$ _____

3) LODGING: (attach receipts)

_____ \$ _____
 _____ \$ _____

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

_____ \$ _____
 _____ \$ _____

5) OTHER: (attach receipts)

_____ \$ _____
 _____ \$ _____

Subtotal: \$ _____
 Less Advance \$ _____
TOTAL \$ 170.11

Richard Donaldson
 Signature

April 29th/19
 Date

Reserved for Finance Office:

Authorized by: Chief Administrative Officer _____ Director of Finance

Date: _____ Signature: *[Signature]*