

TRAVEL EXPENSE CLAIM FORM
MUNICIPALITY OF THE DISTRICT OF ARGYLE

*Paid
Payroll
May 25/17
SW*

Name: Glenn Diggden

Travel Dates: April 10 + 21

Telephone: 902 648 8242

Function: Joint Council Meeting - Yarmouth
EMO - Elected officials + Senior Management
Workshop - Yarmouth

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

DATE	FROM	TO	#KILOMETRES
10 April 17	M.W. Pubnico	Yarmouth	45
" "	" Yarmouth	M.W. Pubnico	45
21 April 17	M.W. Pubnico	Yarmouth	45
" "	" Yarmouth	M.W. Pubnico	45
TOTAL			\$ 76.16

180.0

2) MEALS: (no receipts necessary)

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

 \$ _____

 \$ _____

 \$ _____

3) LODGING: (attach receipts)

 \$ _____

 \$ _____

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

 \$ _____

 \$ _____

5) OTHER: (attach receipts)

 \$ _____

 \$ _____

211 32-000

Subtotal: \$ 76.16
Less Advance \$ _____
TOTAL \$ 76.16

Glenn Diggden
 Signature

1 May 2017
 Date

Reserved for Finance Office:

Authorized by: _____ Chief Administrative Officer _____ Director of Finance

Date: _____ Signature: _____