

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

Name: Richard Donaldson Travel Dates: Feb. 23<sup>rd</sup> - 24<sup>th</sup>  
2017

Telephone: 902 648 4619 Function: Accountability & Transparency

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

DATE	FROM	TO	#KILOMETRES
Feb 23 <sup>rd</sup>	Argyle	Halifax	300 kms
Feb 24 <sup>th</sup>	Halifax	Argyle	300 kms
			<u>600</u>

TOTAL \$ 253.86

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

Jan 16 - YAIC supper	\$ 25.00
Feb 23 - supper	\$ 25.00
Feb 24 - breakfast + supper	\$ 40.00
	= \$90.00

**3) LODGING: (attach receipts)**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ on Mun m/c. \_\_\_\_\_ \$ \_\_\_\_\_

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

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**5) OTHER: (attach receipts)**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

PAID  
 MAR - 3 2017  
 16969

POSTED  
 133217

#21920-003 311.83  
 32290-500 32.03  
343.86

Subtotal: \$ 343.86  
 Less Advance \$ 193.00  
**TOTAL** \$ 150.86

Richard Donaldson  
 Signature

Feb. 27, 2017  
 Date

# 37100-005 \$ 193.00  
150.86

POSTED  
 133216

Reserved for Finance Office:

Authorized by: \_\_\_\_\_ Chief Administrative Officer \_\_\_\_\_ Director of Finance

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Spouse tickets re-impbursement for Fem conf. June 2017.