

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

Name: Richard Donaldson Travel Dates: Oct 18-19, 2017

Telephone: 902 648 ~~2017~~  
4619 Function: Cannabis  
consulting

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

DATE	FROM	TO	#KILOMETRES
Oct 18 <sup>th</sup>	Argyle	Wolfville	265
Oct 19	Wolfville	Argyle	265

TOTAL \$ 224.24 ^

**2) MEALS: (no receipts necessary)**

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

<u>1 Breakfast</u>	\$ <u>15.00</u>
<u>1 Supper</u>	\$ <u>25.00</u>
	\$ <u>40.00</u> ^

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

<u>Paid with Mun. MC</u>	\$ <u>-133.40</u>
--------------------------	-------------------

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

	\$ _____
	\$ _____

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

	\$ _____
	\$ _____

POSTED  
147069

# 21112-000 239.62  
32290-500 24.02  
264.04

Subtotal: \$ \_\_\_\_\_  
Less Advance \$ \_\_\_\_\_  
**TOTAL** \$ 264.24 ^

Richard Donaldson  
Signature

Oct. 20, 2017  
Date

Reserved for Finance Office:

Authorized by:  Chief Administrative Officer     Director of Finance

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