

TRAVEL EXPENSE CLAIM FORM
MUNICIPALITY OF THE DISTRICT OF ARGYLE

Name: Richard Donaldson

Travel Dates: Sept 18th, 2017
Oct 3rd, 2017
Oct 16th, 2017

Telephone: 902 648 4619

Function: 2- YAIC
1- Mariners Centre

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

DATE	FROM	TO	#KILOMETRES
TOTAL			\$ _____

2) MEALS: (no receipts necessary)

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

3 supper \$ 75.00

2- YAIC 1- Mariners Centre Meetings \$ _____

3) LODGING: (attach receipts)

_____ \$ _____

_____ \$ _____

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

_____ \$ _____

_____ \$ _____

5) OTHER: (attach receipts)

_____ \$ _____

_____ \$ _____

21112-000 68.07
 32290-500 6.99
75.00

Subtotal: \$ _____
 Less Advance \$ _____
TOTAL \$ 75.00

Richard Donaldson
 Signature

POSTED
 147070

Oct 20th, 2017
 Date

Reserved for Finance Office:

Authorized by: Chief Administrative Officer _____ Director of Finance

Date: _____ Signature: _____