

TRAVEL EXPENSE CLAIM FORM
MUNICIPALITY OF THE DISTRICT OF ARGYLE

Name: Kathy Bourque

Travel Dates: November 7, 2017 to November 10, 2017

Telephone: 902-762-0550

Function: Councillor

1) KILOMETRES: (42.89 cents per kilometer) as of May 10, 2017

DATE	FROM	TO	#KILOMETRES
November 7, 2017	Pubnico	Halifax	265
November 10, 2017	Halifax	Pubnico	265

TOTAL \$ 227.31 ✓

2) MEALS: (no receipts necessary)

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

Nov. 7, 2017	Supper	25.	\$	_____
Nov. 8	breakfast & Supper	40.-	\$	_____
Nov. 9	breakfast	15.-	\$	_____
Nov. 10	breakfast & lunch	35.-	\$	_____

3) LODGING: (attach receipts)

PAID
 NOV 24 2017
 18062

\$ _____
 \$ 115.- ✓

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

POSTED
 148125

\$ _____
 \$ _____

5) OTHER: (attach receipts)

loss of wages benefit as per policy

\$ 250.- ✓
 \$ _____

21135-000 537.13
 32290-500 55.18
592.31

Subtotal: \$ 592.31
 Less Advance \$ _____
TOTAL \$ 592.31

Kathy Bourque
 Signature

Nov. 14, 2017
 Date

Reserved for Finance Office:

Authorized by: Chief Administrative Officer Director of Finance

Date: Nov 23/17

Signature: 

Posted on municipal website: