

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

Name: Kathy Bourque Travel Dates: 31 May to June 4 2018  
 Telephone: 902-762-0550 Function: FCM  
902-648-4106

**1) KILOMETRES: (44.15 cents per kilometer) as of April 1, 2018**

DATE	FROM	TO	#KILOMETRES
May 31	Pubnico	Halifax	272
June 4	Halifax	Pubnico	272
			<u>544</u>
TOTAL			\$ <u>240.00</u>

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

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

May 31 Supper June 3 breakfast \$ \_\_\_\_\_  
 June 1 Supper \$ \_\_\_\_\_  
 June 2 Supper \$ 90.00

PAID  
JUN 27 2018  
18991

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

See Attached \$ \_\_\_\_\_  
 \$ 1104.84

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

See Attached included in previous amount. \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

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

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

Subtotal: \$ 1434.84  
 Less Advance \$ \_\_\_\_\_  
 TOTAL \$ 1434.84

Kathy Bourque  
 Signature

le 13 juin 2018  
 Date

Reserved for Finance Office:

Authorized by:  Chief Administrative Officer  Director of Finance

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

Posted on municipal website:

POSTED  
PC155873

# 2 1135-000 1301.17  
 32290-500 133.67  
1434.84

Westin Nova Scotian  
 1181 Hollis Street  
 Halifax, NS B3H 2P6  
 Canada  
 Tel: 902 421-1000 Fax: 902 422-9465



Kathy Bourque  
 FEDERATION OF CANADIAN MUNICIPALITIES  
 2447 Highway 3  
 Barrington, NS, B0W 1E0  
 FE28AA - Federation Of Canadian Municip

Page Number : 3 Invoice Nbr : 457583  
 Guest Number : 984612  
 Folio ID : A  
 Arrive Date : 31-MAY-18 15:54  
 Depart Date : 04-JUN-18 08:59  
 No. Of Guest : 1  
 Room Number : 732  
 Club Account :

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room	Food & Bev	Gratuity	Spa	Other	Total	Payment
05-31-2018	422.18	0.00	0.00	63.33	31.05	516.56	-240.35
06-01-2018	213.18	0.00	0.00	31.98	31.05	276.21	0.00
06-02-2018	213.18	0.00	0.00	31.98	31.05	276.21	0.00
06-03-2018	213.18	0.00	0.00	31.98	31.05	276.21	0.00
06-04-2018	0.00	0.00	0.00	0.00	0.00	0.00	-1104.84
<b>Total</b>	<b>1061.72</b>	<b>0.00</b>	<b>0.00</b>	<b>159.27</b>	<b>124.20</b>	<b>1345.19</b>	<b>-1345.19</b>

Signature \_\_\_\_\_