

TRAVEL EXPENSE CLAIM FORM
MUNICIPALITY OF THE DISTRICT OF ARGYLE

Name: Richard Donaldson Travel Dates: _____

Telephone: 902 648 40619 Function: _____

1) KILOMETRES: ^{0.4585} ~~(42.31 c per kilometer)~~ as of ^{April 2019} ~~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)

<u>March 21st - Dr. Recruitment - Supper</u>	\$ <u>25.00</u>
<u>April 29th YALC Supper</u>	\$ <u>25.00</u>
	\$ _____
	\$ <u>50.00</u>

3) LODGING: (attach receipts)

	<u>21112-00 45.34</u>	\$ _____
	<u>32290-500 466.</u>	\$ _____
	<u>50.00</u>	\$ _____

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

_____ \$ _____

_____ \$ _____

5) OTHER: (attach receipts)

_____ \$ _____

_____ \$ _____

PAID
 JUN 19 2019
 20360

Subtotal: \$ _____
 Less Advance \$ _____
TOTAL \$ 50.00

Richard Donaldson
 Signature

June 5, 2019
 Date

Reserved for Finance Office:

Authorized by: Chief Administrative Officer Director of Finance

Date: June 7/19 Signature: _____