

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

**Name:** Danny Muise

**Travel Dates:** Month of July 2019  
July 10 -Univ Ste anne- federal Minister  
July 15 Clare Mun Office - Mtng CMA

*paid  
Payroll  
Aug 15/19  
pm*

**Telephone:** \_\_\_\_\_

**Function:** \_\_\_\_\_

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

DATE	FROM	TO	#KILOMETRES
July 10	Tusket	Church Point & return	154
July 15	Tusket	Church Point & return	150
<b>TOTAL</b>			<b>\$ 139.84</b>

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

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

July 10 - Lunch \$ 20.00  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

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

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

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

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

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

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

**Subtotal:** \$ 159.84

*Less Advance* \$ \_\_\_\_\_

**TOTAL** \$ 159.84

Danny Muise  
**Signature**

Aug 2, 2019  
**Date**

Reserved for Finance Office:

Authorized by:  Chief Administrative Officer  Director of Finance

Date: Aug 6/19 Signature: \_\_\_\_\_

Posted on municipal website: