

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

Name: Kathy Bourque Travel Dates: Nov 5-8/2019

Telephone: _____ Function: NSFM

1) KILOMETRES: ^{45RS} (44.15 cents per kilometer) as of ^{May 15/19} April 1, 2018

DATE	FROM	TO	#KILOMETRES
NOV 5	Pubnico	Halifax	292
NOV 8	Halifax	Pubnico	292
TOTAL			\$ 267.77

2) MEALS: (no receipts necessary)
(Meals = \$60.00/day Breakfast \$15.00 Lunch \$20.00 Supper \$25.00)

\$ 115.00

3) LODGING: (attach receipts)

_____ Receipt attached _____
\$ 628.05

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

\$ _____

5) OTHER: (attach receipts)

_____ policy _____
\$ 258.02

#21135-000	1143.36	Subtotal:	\$ 1260.82
32290-500	117.46	Less Advance	\$ _____
		TOTAL	\$ 1260.82

Kathy Bourque Signature
Date: 21-11-2019

POSTED
183071
183072

PAID
NOV 20 2019

Reserved for Finance Office:

Authorized by: Chief Administrative Officer Director of Finance

Date: Nov 21/19 Signature: [Signature]

Posted on municipal website:

Chg 21004