

TRAVEL EXPENSE CLAIM FORM
MUNICIPALITY OF THE DISTRICT OF ARGYLE

Name: Richard Donaldson Travel Dates: Jan 11th - 12th

Telephone: 902 648-4619 Function: Financial Management

1) KILOMETRES: (42.31 c per kilometer) as of October 1, 2016

DATE	FROM	TO	#KILOMETRES
Jan 11 th	Argyle	Halifax	300 Km
Jan 12 th	Halifax	Argyle	300
			<u>600</u>
TOTAL			\$ <u>253.86</u>

2) MEALS: (no receipts necessary)

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

YAIC - { Dec. 5th - Supper } \$ 25.00
 Jan 11th - Supper \$ 25.00
 Jan 12th - Breakfast + Supper \$ 40.00
 \$90.00

3) LODGING: (attach receipts)

\$ _____
 \$ _____

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

Parking \$ 32.20
 \$ _____

5) OTHER: (attach receipts)

\$ _____
 \$ _____

Subtotal: \$ _____
 Less Advance \$ _____
TOTAL \$ 376.06

Richard Donaldson
 Signature

Jan. 16th / 17
 Date

Reserved for Finance Office:
 Authorized by: Chief Administrative Officer _____ Director of Finance
 Date: January 17, 2017 Signature: _____



LORD NELSON

HOTEL & SUITES

1515 South Park Street, Halifax, Nova Scotia, Canada B3J 2L2
 T 902-423-6331 | 800-565-2020 www.lordnelsonhotel.com

Guest Name: Richard Donaldson
 Dalhousie University Archives
 Yarmouth, NS CN

Room Number: 609
 Folio Number: RAC419 - 2
 Group Number:

No. of Guests: 1

CC No: CL#: C/O Clerk: TYLERBR

Arrival: 01/11/17 Time: 03:21 PM Departure: 01/12/17 Time: 04:13 PM Status: HIST

01/11/17	Recur 240	GUEST PARKING	Recurring: Donaldson 609	\$28.00	
01/11/17	Recur 240t	HST PARK	Recurring: Donaldson 609	\$4.20	
01/12/17	01128221928	MC-PAYMENT	***** **3334		-\$32.20

Folio Balance:	\$0.00
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