

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

Name: Richard Donaldson Travel Dates: Jan. 24th-25th
2018

Telephone: 648 4619 Function: Aquaculture
Sea Farming Co.

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

DATE	FROM	TO	#KILOMETRES
Jan. 24 th	Argyle	Halifax	300 kms
Jan. 25 th	Halifax	Argyle	300 kms
			600 kms
TOTAL			\$ 253.86

2) MEALS: (no receipts necessary)

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

Jan. 24 th		Supper	\$ 25.00
Jan. 25 th	Breakfast	Supper	\$ 40.00
			\$ 65.00

3) LODGING: (attach receipts)

 \$ _____
 \$ _____

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

 \$ _____
 \$ _____

5) OTHER: (attach receipts)

 \$ _____
 \$ _____

**POSTED
150397**

26310-015 289.15 Subtotal: \$ _____
 32290-580 29.71 Less Advance \$ _____
318.86 TOTAL \$ 318.86

Richard Donaldson Signature Richard Donaldson Date Jan. 29th, 2018

Reserved for Finance Office:

Authorized by: [Signature] Chief Administrative Officer _____ Director of Finance

Date: _____ Signature: [Signature]