

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

Name: Kathy Bourque

Travel Dates: Nov. 6 to
Nov. 9 2018

Telephone: 648-4106

Function: NSFM Conference

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

| DATE | FROM | TO | #KILOMETRES |
|--------|---------|---------|------------------|
| Nov. 6 | Pbnico | Halifax | 271 |
| Nov 9 | Halifax | Pbnico | 271 |
| TOTAL | | | \$ <u>239.29</u> |

2) MEALS: (no receipts necessary)

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

Nov 6 Supper 25.00 \$ _____
 Nov 7 Breakfast 15.00 , Supper 25.00 \$ _____
 Nov 8 Breakfast 15.00 \$ _____
 Nov 9 Breakfast 15.00 Lunch 20.00 \$ 115.00

3) LODGING: (attach receipts)

See Attached \$ _____
 \$ 652.68

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

\$ _____
 \$ _____

5) OTHER: (attach receipts)

See Attached \$ 250.00
 \$ _____

PAID

NOV 27 2018
 Chq 19605

21135-000 913.16
 32290-500 93.81
1006.97

Subtotal: \$ 1256.97
 Less Advance \$ _____
TOTAL \$ 1256.97

Kathy Bourque
 Signature

14 Nov 2018 - 250.00
 Date

POSTED
 165546
 165779

1006.97 policy
 Pd thru
 payroll

Reserved for Finance Office:

Authorized by: Chief Administrative Officer Director of Finance

Date: Nov 14 2018

Signature: _____

Posted on municipal website:

Westin Nova Scotian
 1181 Hollis Street
 Halifax, NS B3H 2P6
 Canada
 Tel: 902 421-1000 Fax: 902 422-9465



Kathy Bourque
 UK02AD - Union of Nova Scotia Munic Att

Page Number : 1 Invoice Nbr : 481752
 Guest Number : 1036993
 Folio ID : A
 Arrive Date : 06-NOV-18 16:49
 Depart Date : 09-NOV-18 11:29
 No. Of Guest : 1
 Room Number : 910
 Club Account :

Tax Invoice

Tax ID : 899994933RT0001
 Westin Nova Scotian NOV-09-2018 11:29 RROGERS

| Date | Reference | Description | Charges (CAD) | Credits (CAD) |
|-----------|-----------|--------------------|---------------|---------------|
| 06-NOV-18 | 1603 | Valet Parking | 27.00 | |
| 06-NOV-18 | 1603 | HST Tax 15% Valet | 4.05 | |
| 06-NOV-18 | RT910 | Room Charge | 159.00 | |
| 06-NOV-18 | RT910 | HRM Levy 2.0% | 3.18 | |
| 06-NOV-18 | RT910 | HST Tax - Room 15% | 24.33 | |
| 07-NOV-18 | 1603 | Valet Parking | 27.00 | |
| 07-NOV-18 | 1603 | HST Tax 15% Valet | 4.05 | |
| 07-NOV-18 | RT910 | Room Charge | 159.00 | |
| 07-NOV-18 | RT910 | HRM Levy 2.0% | 3.18 | |
| 07-NOV-18 | RT910 | HST Tax - Room 15% | 24.33 | |
| 08-NOV-18 | 603 | Valet Parking | 27.00 | |
| 08-NOV-18 | 603 | HST Tax 15% Valet | 4.05 | |
| 08-NOV-18 | RT910 | Room Charge | 159.00 | |
| 08-NOV-18 | RT910 | HRM Levy 2.0% | 3.18 | |
| 08-NOV-18 | RT910 | HST Tax - Room 15% | 24.33 | |
| 09-NOV-18 | VI | Visa-6143 | | -652.68 |

For Authorization Purpose Only

xxxxxx6143

| Date | Code | Authorized |
|-----------|--------|------------|
| 06-NOV-18 | 077488 | 643.95 |
| 06-NOV-18 | 062965 | 50 |

Continued on the next page

Westin Nova Scotian
 1181 Hollis Street
 Halifax, NS B3H 2P6
 Canada
 Tel: 902 421-1000 Fax: 902 422-9465



Kathy Bourque
 UK02AD - Union of Nova Scotia Munic Att

Page Number : 2 Invoice Nbr : 481752
 Guest Number : 1036993
 Folio ID : A
 Arrive Date : 06-NOV-18 16:49
 Depart Date : 09-NOV-18 11:29
 No. Of Guest : 1
 Room Number : 910
 Club Account :

** Total 652.68 -652.68
 *** Balance 0.00

EXPENSE SUMMARY REPORT

Currency: CAD

| Date | Room/Levy | Fd & Bev | Gratuity | Taxes | Other | Total | Payment |
|------------|-----------|----------|----------|-------|-------|--------|---------|
| 11-06-2018 | 162.18 | 0.00 | 0.00 | 24.33 | 31.05 | 217.56 | 0.00 |
| 11-07-2018 | 162.18 | 0.00 | 0.00 | 24.33 | 31.05 | 217.56 | 0.00 |
| 11-08-2018 | 162.18 | 0.00 | 0.00 | 24.33 | 31.05 | 217.56 | 0.00 |
| 11-09-2018 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -652.68 |
| | ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| Total | 486.54 | 0.00 | 0.00 | 72.99 | 93.15 | 652.68 | -652.68 |

Signature _____

Westin Nova Scotian
 1181 Hollis Street
 Halifax, NS B3H 2P6
 Canada
 Tel: 902 421-1000 Fax: 902 422-9465



Kathy Bourque
 UK02AD - Union of Nova Scotia Munic Att

Page Number : 2 Invoice Nbr : 481752
 Guest Number : 1036993
 Folio ID : A
 Arrive Date : 06-NOV-18 16:49
 Depart Date : 09-NOV-18 11:29
 No. Of Guest : 1
 Room Number : 910
 Club Account :

** Total 652.68 -652.68
 *** Balance 0.00

EXPENSE SUMMARY REPORT

Currency: CAD

| Date | Room/Levy | Fd & Bev | Gratuity | Taxes | Other | Total | Payment |
|------------|-----------|----------|----------|-------|-------|--------|---------|
| 11-06-2018 | 162.18 | 0.00 | 0.00 | 24.33 | 31.05 | 217.56 | 0.00 |
| 11-07-2018 | 162.18 | 0.00 | 0.00 | 24.33 | 31.05 | 217.56 | 0.00 |
| 11-08-2018 | 162.18 | 0.00 | 0.00 | 24.33 | 31.05 | 217.56 | 0.00 |
| 11-09-2018 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -652.68 |
| Total | 486.54 | 0.00 | 0.00 | 72.99 | 93.15 | 652.68 | -652.68 |

Signature _____

St. Peter's Church -- Eglise St. Pierre

MIDDLE WEST PUBNICO, N. S.

BOW 2MO

November 14, 2018

To whom it may concern:

This letter is to confirm that Kathy Bourque was not remunerated for the week of November 5 to November 9 2018.



Père Cyrille Assihou
Paroisse St Pierre

