

TRAVEL EXPENSE CLAIM FORM
MUNICIPALITY OF THE DISTRICT OF ARGYLE

Name: Kathy Bourque Travel Dates: Nov. 1, 2022 -
Nov. 4, 2022

Telephone: 902-648-4106 Function: Conference
BUSFM

1) KILOMETRES: (0.5113 cents per kilometer) as of April 1, 2022

DATE	FROM	TO	#KILOMETRES
November 1, 2022	Pubnico	Halifax	273
November 4, 2022	Halifax	Pubnico	273
TOTAL			\$ 279.16

2) MEALS: (no receipts necessary)

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

November 1 Lunch & Supper November 4 Breakfast \$ _____
 November 2 Breakfast & Supper & Lunch \$ _____
 November 3 Breakfast \$ 135.00

3) LODGING: (attach receipts)

POSTED
 231910 \$ 719.34

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

NOV 22 2022
 24994 \$ _____
 \$ _____

5) OTHER: (attach receipts)

2135-000 964.42
 32290-500 99.08
 * Banquet Ticket 1063.50
 Subtotal: \$ 1133.50
 Less Advance \$ 70.00
 TOTAL \$ 1063.50

Kathy Bourque
 Signature

11 Nov. 2022
 Date

Reserved for Finance Office:

Authorized by: Chief Administrative Officer Director of Finance

Date: Nov 14/2022

Signature: Maisha Chou

Posted on municipal website: