

Model Municipal Expense Reporting Form

Claimant's Name: **Karen Mattatall**
 Claimant's Title: **Mayor**
 Date expense report posted: **2Q (July, August & September 2018)**

Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @ 0.4415	Meals				Other Expenses	Paid by Municipality	
							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
08/22/18	Lenovo Tablet	Information Access				-					361.39	x	
08/27/18	Michael Bull Roberts Visit		In lieu of Mileage-Pick up and drop off at Halifax Airport	100.00		-							x
08/27/18	Dr Recruitment (showing area)					-			96.76				x
09/25/18	Asset Management Meeting, Queens		Mileage		103.20	45.56							x
						-							
				100.00		45.56	-	-	96.76	-	361.39	-	-

Notes:
 Travel expenses include, but are not limited to accommodations, transportation and incidentals
 Professional development expenses include, but are not limited to course registration fees
 Business purpose of an expense include, but are not limited to: conferences, meetings, municipal events, professional development
 Alcohol cannot be expensed by an individual to a municipality
 *Municipalities are required by the MGA to report travel, meals and professional development expenses. Municipalities may choose to report other expenses.

Total Claim: 603.71

Model Municipal Expense Reporting Form

Claimant's Name: **Harold Locke**
 Claimant's Title: **Councillor**
 Date expense report posted: **2Q (July, August & September 2018)**

Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @ 0.0000	Meals				Other Expenses	Paid by Municipality	
							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
08/22/18	Lenovo Tablet	Information Access				-					361.39	x	
						-							
						-							
						-							
						-							
				-		-	-	-	-	-	361.39	-	-

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Total Claim: 361.39

Model Municipal Expense Reporting Form

Claimant's Name: **Rick Davis**
 Claimant's Title: **Councillor**
 Date expense report posted: **2Q (July, August & September 2018)**

Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @ 0.0000	Meals				Other Expenses	Paid by Municipality	
							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
08/22/18	Lenovo Tablet	Information Access				-					361.39	x	
						-							
						-							
						-							
						-							
				-		-	-	-	-	-	361.39	-	-

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Total Claim: 361.39

Model Municipal Expense Reporting Form

Claimant's Name: Sheldon Ringer
 Claimant's Title: Councillor
 Date expense report posted: 2Q (July, August & September 2018)

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
	NO EXPENSES					-							
						-							
						-							
						-							
						-							
				-		-	-	-	-	-	-	-	-

Notes:
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Total Claim: -

Model Municipal Expense Reporting Form

Claimant's Name: **Nolan Young**
 Claimant's Title: **Councillor**
 Date expense report posted: **2Q (July, August & September 2018)**

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
	NO EXPENSES					-							
						-							
						-							
						-							
						-							
				-		-	-	-	-	-	-	-	-

Notes:
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Total Claim: -

Model Municipal Expense Reporting Form

Claimant's Name: **Darren Shupe**
 Claimant's Title: **CAO**
 Date expense report posted: **2Q (July, August & September 2018)**

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
08/24/18	Vista Print - Business Cards					-					52.39	x	
08/22/18	Lenovo Tablet	Information Access				-					361.39	x	
08/16/18	Development NS Meeting, Lunenburg		Mileage		266.00	117.44							x
09/12/18	REN Meeting, Liverpool		Mileage		127.20	56.16							x
09/25/19	Asset Management Meeting, Queens		Mileage		103.40	45.65							x
				-		-							
				-		219.25		-	-	-	413.78	-	-

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Total Claim: 633.03