

Model Municipal Expense Reporting Form

Claimant's Name: **Karen Mattatall**
 Claimant's Title: **Mayor**
 Date expense report posted: **3Q (Oct 1st-Dec 31st, 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
10/30/18	Shelb - Yar Asset Mgmt, Yarmouth		Mileage	-	194.00	85.65							X
11/6-9/18	UNSM Conference, Halifax		Mileage	-	418.00	184.55							X
11/30/18	Asset Management Meeting, Halifax		Mileage	-	408.00	180.13							X
12/04/18	Asset Mgmt Meeting, Liverpool		Mileage	-	116.40	51.39						X	
11/06-9/18	UNSM Conference	Accomdation & Meals		475.48		-	37.50		50.00			X	
11/6-9/18	UNSM Fall Conference Registration	Registration		505.57									X
			-	981.05		501.72	37.50	-	50.00	-	-	-	-

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: confernces, 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: 1,570.27

Model Municipal Expense Reporting Form

Claimant's Name: **Harold Locke**
 Claimant's Title: **Councillor**
 Date expense report posted: **3Q (Oct 1st-Dec 31st, 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
	NO EXPENSE					-							
						-							
						-							
						-							
						-							
				-		-	-	-	-	-		-	-

Notes:
 Travel expenses include, but are not limited to accommodations, transportation and incidentals
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Total Claim: -

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Claimant's Name: **Rick Davis**
 Claimant's Title: **Councillor**
 Date expense report posted: **3Q (Oct 1st-Dec 31st, 2018)**

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

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Total Claim: -

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Claimant's Name: **Sheldon Ringer**
 Claimant's Title: **Councillor**
 Date expense report posted: **3Q (Oct 1st-Dec 31st, 2018)**

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

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Total Claim: -

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Claimant's Name: **Nolan Young**
 Claimant's Title: **Councillor**
 Date expense report posted: **3Q (Oct 1st-Dec 31st, 2018)**

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
12/04/18	AIM Network Workshop					-							
	(Whitepoint) Asset Management	Workshop	Mileage	-	116.00	51.21							X
				-		-							
12/06/18	Library Board Meeting Yarmouth	Meeting	Mileage	-	194.00	85.65							X
				-		-							
				-		136.86	-	-	-	-	-	-	-

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Total Claim: 136.86

Model Municipal Expense Reporting Form

Claimant's Name: **Darren Shupe**
 Claimant's Title: **CAO**
 Date expense report posted: **3Q (Oct 1st-Dec 31st, 2018)**

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
10/01/18	AMA Membership	Membership		344.15		-							
10/04/18	FOIPOP Workshop	Registration		345.00		-						X	
10/26/18	FOIPOP Workshop, Dalhousie Halifax		Mileage/Parking	10.50	412.00	181.90							X
11/15/18	NSPDA AGM Wolfville		Mileage/Meals	-	430.00	189.85		15.00	25.00				X
11/28-30/18	NSPDA AGM Wolfville (Hotel)		Accommodation	389.92		-						X	
12/03/18	Asset Management Workshop, Liverpool	Meeting	Mileage	-	116.00	51.21							X
12/21/18	Port Business Meeting, Lunenburg	Meeting	Mileage		266.00	117.44							X
10/06/18	Telus Cell Phone											X	
11/06/18	Telus Cell Phone											X	
12/06/18	Telus Cell Phone											X	
				1,089.57		540.40	-	15.00	25.00	-	123.36	-	-

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Total Claim: 1,793.33