

Model Municipal Expense Reporting Form

Claimant's Name: **Darren Shupe**
 Claimant's Title: **CAO**
 Date expense report posted: **4Q (Jan-Mar 2019)**

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
01/24/19	Dept Municipal Affairs - Liverpool		Mileage		130.80	57.75							
02/01/19	Asset Management - Halifax		Mileage		418.00	184.55							X
03/08/19	IMPAC Meeting - Halifax		Mileage		426.00	188.08							X
				-		-							
						430.38							

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: 430.38

Model Municipal Expense Reporting Form

Claimant's Name: **Nolan Young**
 Claimant's Title: **Councillor**
 Date expense report posted: **4Q (Jan-Mar 2019)**

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 EXPENSES					-							
				-		-	-	-	-	-	-	-	-

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: **Sheldon Ringer**
 Claimant's Title: **Councillor**
 Date expense report posted: **4Q (Jan-Mar 2019)**

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 EXPENSES					-							
						-							
						-							
						-							
						-							
				-		-	-	-	-	-	-	-	-

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
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Total Claim: -

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Claimant's Name: **Rick Davis**
 Claimant's Title: **Councillor**
 Date expense report posted: **4Q (Jan-Mar 2019)**

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 EXPENSES					-							
						-							
						-							
						-							
						-							
				-		-	-	-	-	-	-	-	-

Notes:
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 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
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Total Claim: -

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Claimant's Name: **Harold Locke**
 Claimant's Title: **Councillor**
 Date expense report posted: **4Q (Jan-Mar 2019)**

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 EXPENSES					-							
						-							
						-							
						-							
				-		-	-	-	-	-		-	-

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
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Total Claim: -

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Claimant's Name: **Karen Mattatall**
 Claimant's Title: **Mayor**
 Date expense report posted: **4Q (Jan-Mar 2019)**

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
01/14/19	Asset Management/Fall River	Meeting	Accommodation	145.87								X	
			-	145.87								-	-

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
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Total Claim: 145.87