

Model Municipal Expense Reporting Form

Claimant's Name: **Harloid Locke**
 Claimant's Title: **Mayor**
 Date expense report posted: **October to December, 2020**

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
December 18/2020	Business Cards										20.26	20.26	-
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
			-	-		-	-	-	-	-	20.26	20.26	-

Notes:
 Travel expenses include, but are not limited to accommodations, transportation and incidentals Total Claim: 20.26
 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.

Model Municipal Expense Reporting Form

Claimant's Name: **Elizabeth Acker**
 Claimant's Title: **Councillor**
 Date expense report posted: **October to December, 2020**

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
November 23,2020	AMA- Financial Training	Training		312.86		-							
December, 18,2020	Business Cards					-					20.25		
						-							
						-							
						-							
						-							
				312.86		-						20.25	
		-	-			-						20.25	312.86

Notes:
 Travel expenses include, but are not limited to accommodations, transportation and incidentals
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 Business purpose of an expense include, but are not limited to: confernces, meetings, municipal events, professional development
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Total Claim: 333.11

Model Municipal Expense Reporting Form

Claimant's Name: **Rick Davis**
 Claimant's Title: **Councillor**
 Date expense report posted: **October to December, 2020**

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 to Report					-							
						-							
						-							
						-							
						-							
				-		-	-	-	-	-	-	-	-

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: -

Model Municipal Expense Reporting Form

Claimant's Name: **Sheldon Ringer**
 Claimant's Title: **Councillor**
 Date expense report posted: **October to December, 2020**

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
November 23, 2020	AMA-Financial Training	Training		312.86		-							312.86
						-							
						-							
						-							
						-							
				312.86		-	-	-	-	-	-	-	312.86

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: 312.86

Model Municipal Expense Reporting Form

Claimant's Name: **Ben Nickerson**
 Claimant's Title: **Councillor**
 Date expense report posted: **October to December, 2020**

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
Nov 23/2020	AMA-Financial Training	Training		312.86		-							
Dec 18/2020	Vista Print-Business Cards										20.25		
				312.86		-	-	-	-	-	20.25	20.25	312.86

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
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Total Claim: 333.11

Model Municipal Expense Reporting Form

Claimant's Name: **Ken Smith**
 Claimant's Title: **Acting CAO**
 Date expense report posted: **October to December, 2020**

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
Oct 3/2020	Mileage- Sept 20-Oct 3,2020		Mlg	163.23									
Oct 17,2020	Mileage- Oct 4-17,2020		Mlg	217.64									163.23
Oct 31,2020	Mileage- Oct 18-31,2020		Mlg	217.64									217.64
Nov 14,2020	Mileage - Nov 1-14,2020		Mlg	217.64									217.64
Nov 28,2020	Mileage - Nov 15-28,2020		Mlg	244.84									244.84
Dec 12,2020	Mileage - Nov 29 - Dec 12,2020		Mlg	272.05									272.05
						-							
				1,333.04	-	-	-	-	-	-		-	1,333.04

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Total Claim: 1,333.04

Model Municipal Expense Reporting Form

Claimant's Name: **Sherry Doane**

Claimant's Title: **CAO**

Date expense report posted: **October to December, 2020**

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
Dec 18,2020	Vista Print-Business Cards										20.25	20.25	-
Oct 13,2020	Assoc. Mun. Administrators	Membership									359.79		359.79
						-							
				-	-	-	-	-	-	-	380.04	20.25	359.79

Notes:

Travel expenses include, but are not limited to accommodations, transportation and incidentals

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Total Claim: 380.04