

Model Municipal Expense Reporting Form

Claimant's Name: **Ken Smith**
 Claimant's Title: **Acting CAO**
 Date expense report posted: **July to September, 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
July 15,2020	Mileage- 5/17 to 7/11,2020		Mlg	761.74									761.74
July 25,2020	Mileage- July 12-25,2020		Mlg	244.84									244.84
August 8,2020	Mileage- July 26 - Aug 8,2020		Mlg	136.02									136.02
August 22,2020	Mileage - Aug 9-Aug 22,2020		Mlg	190.44									190.44
Sept 5,2020	Mileage - Aug 22 - Sept 5/20		Mlg	244.84									244.84
Sept 19,2020	Mileage - Sept 6-19,2020		Mlg	163.23									163.23
						-							
				1,741.11	-	-	-	-	-	-		-	1,741.11

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: 1,741.11

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Claimant's Name: **Harold Locke**
 Claimant's Title: **Councillor**
 Date expense report posted: **July to September, 2020**

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
	No Expenses to Report					-							
						-							
						-							
						-							
						-							
				-		-	-	-	-	-		-	-

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Total Claim: -

Model Municipal Expense Reporting Form

Claimant's Name: **Rick Davis**

Claimant's Title: **Councillor**

Date expense report posted: **July to September, 2020**

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
	No Expenses to Report					-							
						-							
						-							
						-							
						-							
				-		-	-	-	-	-	-	-	-

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Total Claim: -

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

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
	No Expenses to Report					-							
						-							
						-							
						-							
						-							
				-		-	-	-	-	-	-	-	-

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Total Claim: -

Model Municipal Expense Reporting Form

Claimant's Name: **Nolan Young**
 Claimant's Title: **Councillor**
 Date expense report posted: **July to September, 2020**

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							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: conferences, meetings, municipal events, professional development
 Alcohol cannot be expensed by an individual to a municipality
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Total Claim: