

Model Municipal Expense Reporting Form

Claimant's Name: **Darren Shupe**
 Claimant's Title: **CAO**
 Date expense report posted: **April to June, 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 |
| April 23,2020 | Telus (Cell Phone) | | | | | | | | | | 41.12 | 41.12 | |
| May 25,2020 | Telus (Cell Phone) | | | | | | | | | | 41.12 | 41.12 | |
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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: 82.24

Model Municipal Expense Reporting Form

Claimant's Name: **Harold Locke**
 Claimant's Title: **Councillor**
 Date expense report posted: **April to June, 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 | | | | | - | | | | | | | |
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Total Claim: -

Model Municipal Expense Reporting Form

Claimant's Name: **Rick Davis**
 Claimant's Title: **Councillor**
 Date expense report posted: **April to June, 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 | | | | | - | | | | | | | |
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Total Claim: -

Model Municipal Expense Reporting Form

Claimant's Name: **Sheldon Ringer**
 Claimant's Title: **Councillor**
 Date expense report posted: **April to June, 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 | | | | | - | | | | | | | |
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Notes:
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 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
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Total Claim: -

Model Municipal Expense Reporting Form

Claimant's Name: **Nolan Young**
 Claimant's Title: **Councillor**
 Date expense report posted: **April to June, 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 | | | | | - | | | | | | | |
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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:

