

Model Municipal Expense Reporting Form

Claimant's Name: **Elizabeth Acker**
 Claimant's Title: **Councillor**
 Date expense report posted: **4Q (January 1 - March 31, 2022)**

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 @ 0.5113	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
 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: -

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Claimant's Name: **Rick Davis**
 Claimant's Title: **Councillor**
 Date expense report posted: **4Q (January 1 - March 31, 2022)**

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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: **4Q (January 1 - March 31, 2022)**

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
							\$ 12.50	\$ 15.00	\$ 25.00				
	NO EXPENSES TO REPORT												
													X
						-							
						-							
						-							
						-							
						-							

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Claimant's Name: **Ben Nickerson**
 Claimant's Title: **Councillor**
 Date expense report posted: **4Q (January 1 - March 31, 2022)**

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
	NO EXPENSES TO REPORT												
													X
													X
						-							
						-							
		-	-	-		-	-	-	-	-	-	-	-

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Total Claim: -

Model Municipal Expense Reporting Form

Claimant's Name: **Sherry Doane**
 Claimant's Title: **CAO**
 Date expense report posted: **4Q (January 1 - March 31, 2022)**

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
							\$ 12.50	\$ 15.00	\$ 25.00				
Jan 16/22	Bell Mobility - Cell Phone												
Feb 16/22	Bell Mobility - Cell Phone												X
March 16/22	Bell Mobility - Cell Phone												X
March 29/22	Dalhousie - Municipal Law 1	Course Registration		1,045.00								X	
						-							
						-							
				1,045.00		-	-	-	-	-		-	-

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Total Claim: 1,120.55