

## Town of Shelburne Hospitality Expense Reporting Form

QUARTERLY HOSPITALITY EXPENSES  
 October to  
 December, 2023

Date Expenses Incurred	Purpose of Expense	Location	Meals & Beverage Expenses	Gifts	Meeting Space	Other	Cost to Municipality
10-13-23	Sobeys- supplies for Council BBQ	Guild Hall, Dock St	713.26			-	713.26
11-07-23	Breakfast- Gloucester Tree Pick up	Scotia Lunch, King St	70.00				70.00
			783.26	-	-	-	783.26

Notes:  
 Hospitality includes expenses incurred while hosting individuals from outside of a municipality for conducting business activities which would include receptions, ceremonies, conferences , or other group events.

Total Claim: 783.26