Town of Shelburne Hospitality Expense Reporting Form

QUARTERLY HOSPITALITY EXPENSES
January to March,
2024

Date Expenses Incurred	Purpose of Expense	Location	Meals & Beverage Expenses	Gifts	Meeting Space	Other	Cost to Municipality
02-21-24	Catering - CAO/Mayors Meeting	Town Hall, Water St	278.40			-	278.40
			278.40	-	-	-	278.40

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: 278.40