

Town of Shelburne Hospitality Expense Reporting Form

QUARTERLY HOSPITALITY EXPENSES

October to
December , 2024

Date Expenses Incurred	Purpose of Expense	Location	Meals & Beverage Expenses	Gifts	Meeting Space	Other	Cost to Municipality
10/08/2024	Volunteer Reception	Lockeport, NS				Supplies	121.65
10/31/2024	Halloween - Trunk or Treat	Shelburne, NS	-			Candy	376.20
			-	-	-	-	497.85

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: 497.85