

## Town of Shelburne Hospitality Expense Reporting Form

QUARTERLY HOSPITALITY EXPENSES  
October - December 2025.

Date Expenses Incurred	Purpose of Expense	Location	Meals & Beverage Expenses	Gifts	Meeting Space	Other	Cost to Municipality
Oct 15/25	Mayors / Wardens / CAO	Shelburne	392.83				392.83
Nov 25/25	Council / CAO / Minister Meeting	Shelburne	25.63				25.63
			418.46	-	-	-	418.46

**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: 418.46