

Town of Shelburne Hospitality Expense Reporting Form

QUARTERLY HOSPITALITY EXPENSES
January to March,
2022

| Date Expenses Incurred | Purpose of Expense | Location | Meals & Beverage Expenses | Gifts | Meeting Space | Other | Cost to Municipality |
|------------------------|--------------------|----------|---------------------------|-------|---------------|-------|----------------------|
| | NIL | | | | | | |
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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: -