

### Town of Shelburne Hospitality Expense Reporting Form

QUARTERLY HOSPITALITY EXPENSES  
 July to  
 September, 2022

Date Expenses Incurred	Purpose of Expense	Location	Meals & Beverage Expenses	Gifts	Meeting Space	Other	Cost to Municipality
09/15/2022	Volunteer Reception - Shared with MDS and TOL(cupcakes)	Guild Hall, ToS	13.58				4.53
09/22/2022	Volunteer Reception - Shared with MDS and TOL(key chains)	Guild Hall, ToS		197.50			65.84
			13.58	197.50	-	-	70.37

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: 70.37