

Town of Shelburne Hospitality Expense Reporting Form

QUARTERLY HOSPITALITY EXPENSES

October to
December, 2022

| Date Expenses Incurred | Purpose of Expense | Location | Meals & Beverage Expenses | Gifts | Meeting Space | Other | Cost to Municipality |
|------------------------|--|-----------------|---------------------------|-------|---------------|--------|----------------------|
| 10/04/2022 | Volunteer Reception - Shared with MDS and TOL(Gift Bags) | Guild Hall, ToS | - | | | 12.51 | 4.53 |
| 10/04/2022 | Volunteer Reception - Shared with MDS and TOL(flowers, refreshments) | Guild Hall, ToS | 96.18 | | | 16.67 | 37.62 |
| 10/04/2022 | Volunteer Reception-Shared with MDS and TOL(Musical Entertainment) | Guild Hall, ToS | | | | 150.00 | 50.00 |
| 10/26/2022 | Strategic Planning Meeting | Town Hall - TOS | 20.32 | | | | 20.32 |
| 10/01/2022 | Council BBQ (Water, Hotdogs, Hamburgers) | Guild Hall, ToS | 686.87 | | | | 686.87 |
| 10/26/2022 | Meeting-Council/Municipal Advisor | Town Hall - TOS | 193.83 | | | | 193.83 |
| 11/16/2022 | Mayors, Wardens & CAO meeting | Comm Ctr - ToS | 151.09 | | | | 151.19 |
| | | | 1,148.29 | - | - | 179.18 | 1,144.36 |

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: 1,144.36