

Model Municipal Expense Reporting Form

Claimant's Name: **Nolan Young**
 Claimant's Title: **Councillor**
 Date expense report posted: **3Q (October - December 2019)**

Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @ 0.4585	Meals				Other Expenses	Paid by Municipality	
							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
12/05/19	Library Board Meeting Shelburne-Yarmouth		Travel		194.00	88.95							X
				-		88.95						-	-

Notes:
 Travel expenses include, but are not limited to accommodations, transportation and incidentals
 Professional development expenses include, but are not limited to course registration fees
 Business purpose of an expense include, but are not limited to: confernces, meetings, municipal events, professional development
 Alcohol cannot be expensed by an individual to a municipality
 *Municipalities are required by the MGA to report travel, meals and professional development expenses. Municipalities may choose to report other expenses.

Total Claim: 88.95

Model Municipal Expense Reporting Form

Claimant's Name: **Darren Shupe**
 Claimant's Title: **CAO**
 Date expense report posted: **3Q (October - December 2019)**

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
10/15-17/2019	AMANS Shelburne-Digby		Travel		396.00	181.57	25.00	15.00	25.00				X
10/15-17/2019	Admiral Digby Inn - Hotel				279.70	128.24						X	
11/9/2019	NSFM Shelburne-Halifax		Travel		418.00	191.65		15.00	25.00				X
11/5-9/2019	NSFM Halifax	Conference		552.15		-						X	
11/14-15/2019	NSPDA Conference - Halifax	Conference		184.00		-						X	
11/19/2019	NSFM Conference - Halifax	Registration		580.00		-						X	X
10/6/2019	Telus Cell Phone					-					45.35	X	
11/6/2019	Telus Cell Phone					-					45.35	X	
12/6/2019	Telus Cell Phone					-					45.35	X	
						-							
						-							
				1,316.15		501.46	25.00	30.00	50.00	-	136.05	-	-

Notes:

Travel expenses include, but are not limited to accommodations, transportation and incidentals
 Professional development expenses include, but are not limited to course registration fees
 Business purpose of an expense include, but are not limited to: conferences, meetings, municipal events, professional development
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Total Claim: 2,058.66

Model Municipal Expense Reporting Form

Claimant's Name: **Rick Davis**
 Claimant's Title: **Councillor**
 Date expense report posted: **3Q (October - December 2019)**

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
	Nothing to report					-							
						-							
						-							
						-							
						-							
				-		-	-	-	-	-	-	-	-

Notes:
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Total Claim: -

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Claimant's Name: **Harold Locke**
 Claimant's Title: **Councillor**
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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
	Nothing to report					-							
						-							
						-							
						-							
						-							
				-		-	-	-	-	-		-	-

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Total Claim: -

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Claimant's Name: **Sheldon Ringer**
 Claimant's Title: **Councillor**
 Date expense report posted: **3Q (October - December 2019)**

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							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
	Nothing to report					-							
						-							
						-							
						-							
						-							
				-		-	-	-	-	-	-	-	-

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