Model Municipal Expense Reporting Form

Claimant's Name: **Dylan Heide**

Claimant's Title: **CAO**

Date expense report posted **1Q (April 1st - June 30th, 2018)**

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 @ 0.4415	Meals: Breakfast $ 12.50	Meals: Lunch $ 15.00	Meals: Dinner $ 25.00	Meals: Other	Other Expenses	Paid by Municipality: Credit Card	Paid by Municipality: Invoice
April 1/18.	NAMS Canada (Asset Management)	Registration		225.75									X
April 6/18.	Telus - Cell phone										40.26		X
April 19/18.	CAO/Mayor Forum - Truro, NS				566.00	249.89		15.00	25.00				X
April 20/18.	CAO/Mayor Forum		Accomodation	155.24								X	
April 20/18.	CAO/Mayor Forum - Truro, NS					-	12.50		25.00				X
April 26/18.	EMO Mtg - Lockeport, NS				61.20	27.02							X
May 6/18.	Telus - Cell phone										40.26		X
May 11/18.	UNSM Conference - Yarmouth, NS				190.20	83.97	12.50						X
May 16/18.	UNSM - CAO/Mayor Forum	Registration		345.00									X
May 17/18.	Munc. Barrington Mtg - Barrington, NS				81.40	35.94							X
May 22/18.	NSHA Meeting - Birchtown, NS				13.80	6.09							X
May 30/18.	AMA Conference	Registration		287.50								X	
May 31/18.	NSFM/Munc. Affairs - Halifax, NS				416.00	183.66	12.50	15.00					X
June 6/18.	Telus - Cell phone										40.26		X
June 13/18.	AMA Spring Conference - Liverpool, NS				117.60	51.92			25.00				X
June 14/18.	AMA Spring Conference - Liverpool, NS				117.60	51.92							X
June 15/18.	AMA Spring Conference - Liverpool, NS				117.60	51.92							X
June 16/18.	Connect 2 Meeting - Halifax, NS				414.00	182.78							X
June 20/18.	SSREN Meeting - Bridgewater, NS				216.00	95.36							X
June 27/18.	SSREN Meeting - Bridgewater, NS				216.00	95.36							X
June 28/18.	IMPAC Meeting - Bedford, NS				398.00	175.72	12.50						X
						-							
						-							
				1,013.49		1,291.56	50.00	30.00	75.00	-	120.78	-	-

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: 2,580.83