

Model Municipal Expense Reporting Form

Claimant's Name: **Town of Westville**

Claimant's Title: _____

Date expense report posted: **April to June 2019**

Name	Title	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				Other Expenses	Paid by Municipality	
								Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
Roger MacKay	Mayor	Provincial Rec Awards & Pictou Meeting		Tolls & park	17.00	363.00	160.26							
Lennie White	Deputy Mayo	NSFM Spring Workshop	Registration		350.00		-							350.00
Lennie White	Deputy Mayo	NSFM Spring Workshop		Hotel	264.50	110.00	48.57	30.00						343.07
							-							
							-							
							-							
					631.50		208.83	30.00	-	-	-	-	-	870.33

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: 870.33