

Model Municipal Expense Reporting Form

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

Claimant's Title: _____

Date expense report posted: **January to March 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	
Town		Westville New Year's Day Levee - Jan2019					-					706.44			
Town		Council Meetings - Jan to Mar2019					-			159.69				159.69	
Lennie White	Councillor	2019 AGM Pictou County Chamber of Commerce - Mar2019					-			46.93				46.93	
Roger MacKay	Mayor	Pictou County Shared Services Meeting, County Office - Jan2019				72.00	31.79							31.79	
Lynn MacDonald	Councillor	Library Meeting with Province, Antigonish - Feb2019				126.00	55.63							55.63	
Lynn MacDonald	Councillor	Stacks Fundraising Dinner to support the Library - Feb2019					-			60.00				60.00	
					-		87.42		-	-	266.62	-	706.44	106.44	954.04

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

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: 1,060.48