

Model Municipal Expense Reporting Form

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

Claimant's Title: _____

Date expense report posted: **July to September 2022**

Paid by Municipality

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 0.5113	Meals				Other Expenses	Paid by Municipality		
								Breakfast	Lunch	Dinner	Other		Credit Card	Invoice	
Scot Weeres	CAO	Pictou Co Chamber of Commerce - Business Achievement dinner									52.14				52.14
Lennie White	Mayor	Pictou Co Chamber of Commerce - Business Achievement dinner									52.14				52.14
Lennie White	Mayor	Travel for various meetings in Pictou County from June 24 to Aug 2				158.00	73.26								73.26
Clarrie MacKinnon	Councillor	AIM Network - Atlantic Infrastructure Mgt Conference	Registration		776.25									776.25	
Clarrie MacKinnon	Councillor	AIM Network - Atlantic Infrastructure Mgt Conference		Hotel	411.43	304.00	143.70	-	18.49	110.93					684.55
Clarrie MacKinnon	Councillor	AIM Network - Atlantic Infrastructure Mgt Conference		Ferry	89.00										89.00
					1,276.68		216.96	-	18.49	215.21	-	-		776.25	951.09

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: 1,727.34