

Model Municipal Expense Reporting Form

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

Claimant's Title: _____

Date expense report posted: **July to September 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 | DEANS Gala Awards Dinner (April 2019) | | | | | | | | 78.21 | | | | | 78.21 |
| Lennie White | Deputy Mayo | NS Police Conference | Registration | | 286.79 | | - | | | | | | | | 286.79 |
| Lennie White | Deputy Mayo | NS Police Conference | | Hotel | 241.94 | 440.00 | 194.26 | | | 36.27 | | | | | 472.47 |
| | | | | | | | - | | | | | | | | |
| | | | | | | | - | | | | | | | | |
| | | | | | | | - | | | | | | | | |
| | | | | | 528.73 | | 194.26 | | - | - | 114.48 | - | - | - | 837.47 |

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: 837.47