

## Model Municipal Expense Reporting Form

Claimant's Name: Town of Westville

Claimant's Title: \_\_\_\_\_

Date expense report posted: October to December 2021

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	Meals				Other Expenses	Paid by Municipality			
								Breakfast	Lunch	Dinner	Other		Credit Card	Invoice		
Linda Brown	CAO	ICMA Fees			171.38								171.38			
Lennie White	Mayor	Travel for meetings Pictou, NG, Stellarton				102.00	40.84							40.84		
Lennie White	Mayor	NSFM Virtual Conference			365.00									365.00		
Lennie White	Mayor	DEANS Shine on Tourism Celebration								78.21				78.21		
Lennie White	Mayor	Travel for meetings Pictou, NG, Sunnybrae				136.00	54.45							54.45		
Betty Jean Sutherland	Councillor	NSFM Virtual Conference			365.00									365.00		
Meghan Bragg	Councillor	NSFM Virtual Conference			365.00									365.00		
Meghan Bragg	Councillor	DEANS Shine on Tourism Celebration								78.21				78.21		
					1,266.38		95.29		-	-	156.42		-	-	171.38	1,346.71

**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: 1,518.09