

### Model Municipal Expense Reporting Form

Claimant's Name: **Town of Westville**  
 Claimant's Title: \_\_\_\_\_  
 Date expense report posted: **October to December 2020**

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
Linda Brown	CAO	AMA-By Laws & Policy	Course		130.36		-							
Linda Brown	CAO	AMA-Covering Your Assets	Course		208.57		-							208.57
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							-							
							-							
					338.93		-	-	-	-	-		-	338.93

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: 338.93