

Model Municipal Expense Reporting Form

Claimant's Name: **Darren Shupe**
 Claimant's Title: **CAO**
 Date expense report posted: **1Q (April-June 2019)**

Date Expenses Incurred	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 @ 0.4585	Meals				Other Expenses	Paid by Municipality	
							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
04/06/19	Telus - Cell Phone					-					45.35	X	
05/06/19	Telus - Cell Phone					-					45.35	X	
06/06/19	Telus - Cell Phone					-					45.35	X	
5/8-10/2019	UNSM Spring Conference Truro		Mileage		566.00	259.51	25.00	15.00	50.00				X
05/29/19	NSPDA Conference Halifax		Mileage		410.00	187.99							X
05/15/19	Port Meeting Lunenburg		Mileage		266.00	121.96							X
01/10/19	LLPANS Membership	Registration		576.45								X	
05/16/19	NSFM Spring Conference	Registration		350.00								X	
05/08/19	UNSM Spring Conference Truro		Accommodations	264.50								X	
03/21/19	LLPANS Registration	Registration		373.75								X	
04/01/19	AMA Membership	Membership		379.50								X	
04/03/19	MDOANS Membership	Membership		100.00								X	
05/29/19	NSPDA Conference Halifax		Meals						30.01			X	
05/29/19	NSPDA Conference Halifax		Accommodations	443.39		-						X	
				2,487.59		569.46	25.00	15.00	80.01	-	136.05	-	-

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: 3,313.11