Model Municipal Expense Reporting Form

Claimant's Name: **Karen Mattatall**

Claimant's Title: **Mayor**

Date expense report posted **1Q (April 1st - June 30th, 2018)**

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 @ 0.4415	Meals: Breakfast $ 12.50	Meals: Lunch $ 15.00	Meals: Dinner $ 25.00	Meals: Other	Other Expenses	Paid by Municipality: Credit Card	Paid by Municipality: Invoice
April 19/18.	CAO/Mayor Forum - Truro, NS				566.00	249.89		15.00	25.00				X
April 19/18.	UNSM - CAO/Mayor Forum	Registration		345.00									X
April 20/18.	CAO/Mayor Forum - Truro, NS						12.50		25.00				X
April 18-19/18.	CAO/Mayor Forum - Truro, NS		Accomodation	275.98			18.53		22.55			X	
April 23/18.	UNSM Regional Meeting - Bridgewater, NS				222.00	98.01							X
May 6/18.	Health Forum - Halifax				406.00	179.25		15.00					X
May 7/18.	Meeting with Stewiake Councillors- Chester, NS				302.00	133.33							X
May 10/18.	Yarmouth Town Caucus Meeting - Yarmouth, NS				194.00	85.65							X
May 11/18.	UNSM Spring Conference - Yarmouth		Accomodation	119.60								X	
May 12/18.	UNSM Spring Conference - Yarmouth				190.00	83.89		15.00					X
June 6/18.	UNSM Spring Conference - Registration	Registration		327.75					11.50				X
June 18/18.	NSFM Meeting - Halifax, NS				418.00	184.55							X
June 18/18.	Physician Recruitment Session - Registration	Registration		86.25									X
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			-	1,154.58		1,014.57	31.03	45.00	84.05	-	-	-	-

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: 2,329.23