Claimant's Name: David Tudor

Claimant's Title:

Date expense report posted

# Municipality of the District of Digby Expense Claim

OCT 06 2017

| 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 @ 0.4289 | Meals Breakfast $15 | Lunch $20 | Dinner $35 | Other Expenses Description | Amount | Credit Card | Invoice |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Aug 14th | COTW | | | | 120.00 | 51.47 | | | | | | | |
| Aug 15th | Municipal minister | | | | 120.00 | 51.47 | | | | | | | |
| Aug 16th | open spaces | | | | 120.00 | 51.47 | | | | | | | |
| Sept 11th | COTW | | | | 120.00 | 51.47 | | | | | | | |
| Sept 13th | open spaces | | | | 120.00 | 51.47 | | | | | | | |
| Sept 15th | Family centre | | | | 120.00 | 51.47 | | | | | | | |
| sept 18th | Council | | | | 120.00 | 51.47 | | | | | | | |
| Sept20th | DABT | | | | 120.00 | 51.47 | | | 35.00 | | | | |
| Sept 25th | Council | | | | 120.00 | 51.47 | | | | | | | |
| Sept 28th | DHPA | | | | 120.00 | 51.47 | | | | | | | |
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| | | | | | - | #VALUE! | 514.68 | - | - | 35.00 | | - | - | - |
| | | | | | Office USE only | 47.95 | | | | | | | |

I certify that the amounts claimed in this request are accurate, in accordance with municipal policy, and were incurred while conducting municipal business.

David Tudor — Print name and position

David Tudor — Signed

*APPROVED by:

L FRASER, CAO — Print name and position

Fraser — Signed

*Notes:* Travel exepenses include, but are not limited to accommodations, transportation and incidentals. Professional development expenses include, but are 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, meals and professional development expenses. Municipalities may choose to report other expenses.

Total Claim: 549.68

Less amount paid directly by municipality: -

549.68

-

Balance Due (Owed): 549.68