Municipality of the District of Digby Expense Claim

MAR 0 8 2019

Claimant's Name:

Claimant's Title: David Tudor

Date expense report posted

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 $20	Lunch $20	Dinner $45	Other Expenses Description	Amount	Credit Card	Invoice
Dec 5th 2018	By Law and Policy				120.00	51.47							
Dec 10th 2018	Succession planning				120.00	51.47							
Jan 7th 1019	ByLaw and Policy				120.00	51.47							
01/21/19	Council				120.00	51.47							
Jan14th 2019	COTW				120.00	51.47							
01/29/19	By Law and Policy				120.00	51.47							
						-							
Feb 6th 2019	Compass				120.00	51.47							
Feb 20th 2019	DHPA				120.00	51.47							
Feb 25th 2019	Council				120.00	51.47							
02/21/19	Shared Services				120.00	51.47							
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				-		514.68	-	-	-		-	-	-
					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 Council [signature]

Print name and position *Signed*

*APPROVED by:

L Fraser CAO [signature]

Print name and position *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 prefessional development expenses. Municipalities may choose to report other expenses.

Total Claim:	514.68
Less amount paid directly by municipality:	-
	514.68
	-
Balance Due (Owed):	514.68