Municipality of the District of Digby Expense Claim

Claimant's Name: _____

Claimant's Title: Council David Tudor

Date expense report posted: Jan 15th to Feb 13th 2020

FEB 2 1 2020

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 Breakfast $20	Meals Lunch $20	Meals Dinner $45	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
Jan 25th 2020	Minister meeting halifax				580.00	265.93	20.00	20.00	45.00				
Jan 27th 2020	Council				120.00	55.02							
Feb 3rd 2020	By Law and Policy				120.00	55.02							
Feb 4th 2020	Digby Development Agency				120.00	55.02							
Feb 10th 2020	COTW				120.00	55.02							
Feb 12th 2020	meeting MP				120.00	55.02							
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				-		541.03	20.00	20.00	45.00		-	-	-
					Office USE only	50.41							

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

Print name and position *Signed*

*APPROVED by:

Jeff Sunderland CAO

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:	626.03
Less amount paid directly by municipality:	-
	626.03
	-
Balance Due (Owed):	626.03