DEC 2 2 2023

Municipality of the District of Digby Expense Claim

Claimant's Name: David Tudor

Claimant's Title: Council

Date expense report posted: Oct 26th 2023 - December 10th 2023

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 @ 0.4615	Meals Breakfast $20	Meals Lunch $20	Meals Dinner $45	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
Nov 7th, 2023	NSFM				293.00	135.22		20.00	45.00		10.00		
Nov 8th, 2023	NSFM					-					10.00		
Nov 9th 2023	NSFM					-					10.00		
Nov 10th 2023	NSFM				293.00	135.22			45.00		10.00		
Nov 14th 2023	Audit / COTW				120.00	55.38							
Dec 5th 2023	By Law and Policy				120.00	55.38							
Friday Nov 17	Tidal Workshop				120.00	55.38	20.00		45.00				
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				-		436.58	20.00	20.00	135.00		40.00	-	-
					Office USE only	40.68							

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 Sutherland

Print name and position — *Signed*

CAO

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:	651.58
Less amount paid directly by municipality:	-
	651.58
	-
Balance Due (Owed):	651.58