Municipality of the District of Digby Expense Claim

Claimant's Name: **Matthew Ross**

Claimant's Title: **Councilor**

Date expense report posted:

OCT 2 0 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
						-							
Sept 13th	RCMP Joint Advisory					-			35.00				
Sept 20th	Digby Area Recreation Committee					-			35.00				
Sept 21st	Upper Clements park meeting		km		53.00	22.73			35.00				
Sept 23rd	Open House at DNR				-			-					
Oct 11th	Vantassell Lake Opening					-			35.00				
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				-		22.73	-	-	140.00		-	-	-
					Office USE only	2.12							

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

L FRASER [signature]

Print name and position — *Signed*

*APPROVED by:

MATTHEW ROSS [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 professional development expenses. Municipalities may choose to report other expenses.

Total Claim:	162.73
Less amount paid directly by municipality:	-
	162.73
	-
Balance Due (Owed):	162.73