JAN 26 2018

Municipality of the District of Digby Expense Claim

Claimant's Name: Matthew Ross

Claimant's Title:

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 $15	Meals Lunch $20	Meals Dinner $35	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
						-							
Jan 10th to 12th	Finance Budget Session for Elected Officials				477.00	204.59			35.00				
Jan 11th						-	15.00		35.00				
jan 12th						-	15.00						
						-				Hotel	367.04		
						-							
Jan 18th	upper clements				53.00	22.73			35.00				
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				-		227.32	30.00	-	105.00		367.04	-	-
					Office USE only	21.18							

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

MATT ROSS

Print name and position   Signed

*APPROVED by:

L Fraser, 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:	729.36
Less amount paid directly by municipality:	-
	729.36
	-
Balance Due (Owed):	729.36