Municipality of the District of Digby Expense Claim

JUL 27 2018

Claimant's Name:

Claimant's Title: Matthew Ross

Date expense report posted: july 19th

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 @ 0.4415	Meals Breakfast $15	Lunch $20	Dinner $35	Other Expenses Description	Amount	Credit Card	Invoice
						-							
july 19th	upper clements park meeting				68.00	30.02			35.00				
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				-		30.02	-	-	35.00		-	-	-
					Office USE only	2.80							

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

MATTHEW ROSS

Print name and position *Signed*

*APPROVED by:

L Fraser CAO

Print name and position *Signed*

Notes: Travel expenses 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:	65.02
Less amount paid directly by municipality:	-
	65.02
	-
Balance Due (Owed):	65.02