JAN 25 2019

Municipality of the District of Digby Expense Claim

Claimant's Nam **Matthew Ross**

Claimant's Title: **Councillor**

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 @ 0.4415	Meals Breakfast $15	Lunch $20	Dinner $35	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
						-							
Jan 3rd	Upper Clements Park meeting				69.00	30.46			45.00				
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				-		30.46	-	-	45.00		-	-	-
					Office USE only	2.84							

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

Print name and position *Signed*

Notes: Travel exepenses include, but are limited to accommodations, transportation a 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 individua to a municipality.

* Municipalities are required by the MGA to report, meals and prefessional development expenses. Municipalities may choose to rep other expenses.

Total Claim:	75.46
Less amount paid directly by municipality:	-
	75.46
	-
Balance Due (Owed):	75.46