AUG 2 3 2019

Municipality of the District of Digby Expense Claim

Claimant's Nam **Matthew Ross**

Claimant's Title: **Councillor**

Date expense report posted **Aug 1st**

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 @ 0.4585	Meals Breakfast $20	Lunch $20	Dinner $45	Other Expenses Description	Amount	Credit Card	Invoice
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Aug. 1st	Special UCP meeting				65.00	29.80			45.00				
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				-		29.80	-	-	45.00		-		-	-
					Office USE only	-								

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:

L. FRASER, CAO

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 developmen expenses. Municipalities may choose to rep other expenses.

Total Claim:	74.80
Less amount paid directly by municipality:	-
	-
	-
Balance Due (Owed):	74.80