Municipality of the District of Digby Expense Claim

Claimant's Name:

Claimant's Title: **Matthew Ross**

Date expense report posted **Jan 24th**

FEB 07 2020

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	Meals Lunch $20	Meals Dinner $45	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
						-							
Jan 23rd	Meeting with Minister Keith Colwell				472.00	216.41			45.00	Parking	16.00		
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				-		216.41	-	-	45.00		16.00	-	-
					Office USE only	20.16							

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:

Jeff Sunderland

Print name and position *Signed*

CAO

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:	277.41
Less amount paid directly by municipality:	-
	277.41
	-
Balance Due (Owed):	277.41