OCT 14 2022

Municipality of the District of Digby Expense Claim

Claimant's Name: Matt Ross

Claimant's Title: Deputy Warden

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 @ 0.5113	Meals Breakfast $20	Lunch $20	Dinner $45	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
						-		-					
Sept. 29	Meeting with Clare Warden				140.00	71.58							
	Learning about their Health facility					-							
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				-		71.58	-	-	-		-	-	-
					Office USE only	6.67							

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: MATT ROSS

*APPROVED by:

Jeff Sutherland — 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:	71.58
Less amount paid directly by municipality:	-
	71.58
	-
Balance Due (Owed):	71.58