OCT 01 2021

Municipality of the District of Digby Expense Claim

Claimant's Name: **Matthew Ross**

Claimant's Title: **Deptuy Warden**

Date expense report posted: **September 20th 2021**

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 @ 0.4615	Meals Breakfast $20	Meals Lunch $20	Meals Dinner $45	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
Sept 14th	Strategic Planning Hotel					-				Hotel	123.59		
Sept 14th	Travel to Strategic Planning session				6.00	2.77			45.00				
Sept 15th	Strategic Planning Session				12.00	5.54	20.00	20.00					
						-							
Sept 25th	Volunteer awards and opening of point prim				12.00	5.54							
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				-		13.85	20.00	20.00	45.00		123.59	-	-
					Office USE only	1.29							

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:

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:	222.44
Less amount paid directly by municipality:	-
	222.44
	-
Balance Due (Owed):	222.44