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 @ 0.5890	Meals Breakfast $30	Meals Lunch $30	Meals Dinner $50	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
						-		-					
Oct 29th	Health Care meet and greet				28.00	16.49							
Nov 3rd	NSFM				512.00	301.57		30.00	50.00	Hotel	833.97		
Nov 4th	NFSM					-			50.00	Incidental	15.00		
Nov 5th	NSFM					-				Incidental	15.00		
Nov. 6th	NSFM					-		30.00		Incidental	15.00		
						-				Incidental	15.00		
Nov 9th	Hwy 101 Task force Clare				96.00	56.54		30.00					
						-							
						-				Laptop Bag	134.52		
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				-		374.60	-	90.00	100.00		1,028.49	-	-
					Office USE only	33.33							

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:

Tyler Pulley, 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:	1,593.09
Less amount paid directly by municipality:	-
	1,593.09
	-
Balance Due (Owed):	1,593.09

Westin Nova Scotian
1181 Hollis Street
Halifax, NS B3H 2P6
Canada
Tel: 902 421-1000 Fax: 902 422-9465

WESTIN®
HOTELS & RESORTS

MATTHEW ROSS
106 SOUTH RANGE CROSSROADS
BARTON, NS, B0W1H0
Canada
NO1447 - Nova Scotia Federation of Muni

Page Number	:	1	Invoice Nbr	:	1000290364
Guest Number	:	1422034			
Folio ID	:	A			
Arrive Date	:	03-NOV-26	15:23		
Depart Date	:	06-NOV-26	10:18		
No. Of Guest	:	1			
Room Number	:	1004			
Marriott Bonvoy Number	:	4635			

Tax Invoice

Tax ID : 899994933RT0001
Westin Nova Sc YHZWI 06-NOV-26 10:20 JABAY

Date	Reference	Description	Charges (CAD)	Credits (CAD)
03-NOV-26	RT1004	Room Chrg - Grp - Government	195.00	
03-NOV-26	RT1004	HRM Mktg Levy	5.85	
03-NOV-26	RT1004	HST Room Tax	28.12	
03-NOV-26	RT1004	Guest Self Parking	15.00	
03-NOV-26	RT1004	HST Tax 14% Parking	2.10	
04-NOV-26	35127	Seaport Breakfast Food	28.00	
04-NOV-26	35127	HST 14% Seaport	3.92	
04-NOV-26	RT1004	Room Chrg - Grp - Government	195.00	
04-NOV-26	RT1004	HRM Mktg Levy	5.85	
04-NOV-26	RT1004	HST Room Tax	28.12	
04-NOV-26	RT1004	Guest Self Parking	15.00	
04-NOV-26	RT1004	HST Tax 14% Parking	2.10	
05-NOV-26	35400	Seaport Breakfast Food	28.00	
05-NOV-26	35400	HST 14% Seaport	3.92	
05-NOV-26	RT1004	Room Chrg - Grp - Government	195.00	
05-NOV-26	RT1004	HRM Mktg Levy	5.85	
05-NOV-26	RT1004	HST Room Tax	28.12	
05-NOV-26	RT1004	Guest Self Parking	15.00	
05-NOV-26	RT1004	HST Tax 14% Parking	2.10	
06-NOV-26	35682	Seaport Breakfast Food	28.00	
06-NOV-26	35682	HST 14% Seaport	3.92	
06-NOV-26	VI	Visa-9643		-833.97

HST - 90.66

Continued on the next page



New Crew Backpack 22L *Updated

1 x True Navy/Wacky Khaki / Size One size
158970917

$118.00

Subtotal (1 item)	$118.00
Standard Shipping	$0.00
GST/HST	$16.52
Order Total	$134.52 CAD
Payment Method	
PAID WITH PAYPAL	$134.52

To return in store, show this barcode.

Barcode

Order ID
c179305189623453

Shipping Address
Matthew Ross
106 South Range Cross Rd.
RR#1
Barton, NS
B0W 1H0

Order Total
$134.52