OCT 20 2017

Municipality of the District of Digby Expense Claim

Claimant's Name: George Manzer

Claimant's Title:

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 @ 0.4289	Meals Breakfast $15	Meals Lunch $20	Meals Dinner $35	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
Sept. 11/2017	COTW				52.00	22.30							
Sept. 14/2017	Transport de Clare				60.00	25.73							
Sept. 18/2017	TIR & By Law & Policy				52.00	22.30							
Sept. 19/2017	Transport de Clare				60.00	25.73							
Sept. 20/2017	Senior Safety				52.00	22.30							
Sept 25/2017	Council				52.00	22.30							
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				-		140.68	-	-	-		-	-	-
					Office USE only	13.11							

I certify that the amounts claimed in this request are accurate, in accordance with municipal policy, and were incurred while conducting municipal business.

L. Fraser — Print name and position

[signature] — Signed

*APPROVED by:

George Manzer — Print name and position

[signature] — 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 professional development expenses. Municipalities may choose to report other expenses.

Total Claim:	140.68
Less amount paid directly by municipality:	-
	140.68
	-
Balance Due (Owed):	140.68