Municipality of the District of Digby Expense Claim

JAN 10 2020

Claimant's Name: **George Manzer**

Claimant's Title: **Councillor**

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 @ 0.4585	Meals Breakfast $20	Meals Lunch $20	Meals Dinner $45	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
11/12/19	COTW				52.00	23.84							
11/13/19	Fire awards (Digby Fire Hall)				50.00	22.93							
11/18/19	Annapolis Basin Conference					-							
	centre (TIR)				70.00	32.10							
11/20/19	Retirement party for Bob Powell				50.00	22.93							
11/25/19	Council				52.00	23.84							
12/02/19	By Law & Policy/TIR				52.00	23.84							
12/09/19	COTW				52.00	23.84							
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				-		173.31	-	-	-		-	-	-
					Office USE only	16.15							

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

GEORGE MANZER — George Manzer

Print name and position — *Signed*

*APPROVED by:

Scott Sandsbrook — [signature]

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:	173.31
Less amount paid directly by municipality:	-
	173.31
	-
Balance Due (Owed):	173.31