

Municipality of the District of Digby Expense Claim

JUL 28 2017

Claimant's Name: LINDA GREGORY
 Claimant's Title: DEPUTY WARDEN
 Date expense report posted: JULY 12-24/17

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			Other Expenses		Credit Card	Invoice
							Breakfast \$15	Lunch \$20	Dinner \$35	Description	Amount		
07/17/15	CHERRY CARNIVAL				54.00	23.16							
07/17/16	JOURNEY BACK TO BIRCH TOWN		<i>Mileage</i>		408.00	174.99		20.00	35.00				
07/17/19	DARC CANCELLED				20.00	8.58							
07/17/20	DARC /SENIORS				20.00	8.58							
07/17/23	FIRE SERVICE				20.00	8.58							
						223.89							
						Office USE only	20.86						
								20.00	35.00				

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

Linda Gregory

 Print name and position Signed

*APPROVED by:
Mason CAO July 25/17

 Print name and position Signed

Notes: Travel expenses 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: 278.89
 Less amount paid directly by municipality: -

 278.89

 Balance Due (Owed): 278.89
