Municipality of the District of Digby Expense Claim

Claimant's Name: **LINDA GREGORY**

Claimant's Title: **DEPUTY WARDEN**

Date expense report posted: **AUG.22-SEPT 14/17**

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 Breakfast $15	Lunch $20	Dinner $35	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
						-							
17-08-26	ACADIAVILLE FUNDRAISER		VECHILE		30.00	12.87							
						-							
01-09-17	WWR OPENING				20.00	8.58							
					20.00	8.58							
03-09-17	war museum closing-spoke				54.00	23.16							
						-							
06-09-17	REN CONFERENCE				1,210.00	518.97	15.00	20.00	35.00				
						-			35.00	HOTEL	163.05		
						-	15.00						
						-							
13-09-17	RCMP ADVISORY				20.00	8.58							
						-							
14-09-17	NS Power presation				120.00	51.47				ferry	7.00		
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				-		632.20	30.00	20.00	70.00		170.05	-	-
					Office USE only	58.90							

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
Linda Gregory Deputy Warden
Print name and position *Signed*

*APPROVED by:

LINDA FRASER, 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:	922.25
Less amount paid directly by municipality:	-
	922.25
	-
Balance Due (Owed):	922.25