Municipality of the District of Digby Expense Claim

AUG 1 1 2017

Claimant's Name:

Claimant's Title: DEPUTY WARDEN

Date expense report posted JULY 24 TO AUG 6,2017

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
07/31/17	BIOSPHERE RESERVE		MILEAGE		254.00	108.94			35.00				
	WEY. DR. RECUITING					-							
						-							
08/17/05	SAILABRATION				20.00	8.58			25.00				
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
						-							
				-		117.52	-	-	60.00		-	-	-
					Office USE only	10.95							

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:

Jeff Sunderland
Print name and position
Deputy CAO

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:	177.52
Less amount paid directly by municipality:	-
	177.52
	-
Balance Due (Owed):	177.52