Municipality of the District of Digby Expense Claim

AUG 25 2017

Claimant's Name: LINDA GREGORY

Claimant's Title: DEPUTY WARDEN

Date expense report posted: AUG.7 TO AUG.

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
11-08-17	Scallop days opening				20.00	8.58							
12-08-17	International Airshow				50.00	21.45		20.00					
13-08-17	Scallop Days closing				20.00	8.58							
15-08-17	Founders Picnic and Founders unveiling ceremony FTI & Fundy Spray updates				20.00	8.58		20.00					
15-08-17	Tall ships Captains & First mates dinner				20.00	8.58							
16-08-17	DARC				20.00	8.58							
17-08-17	MRC nautical networking				150.00	64.34			35.00	TAXI	7.00		
						-	15.00			TAXI	7.00		
						-				HOTEL	166.57		
						-				TICKET for attending	34.50		
				-		128.67	15.00	40.00	35.00		215.07	-	-
					Office USE only	11.99							

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 Deputy Warden — *Print name and position* — *Signed*

*APPROVED by:

Jeff Sundquist DCAO — *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:	433.74
Less amount paid directly by municipality:	-
	433.74
	-
Balance Due (Owed):	433.74