Municipality of the District of Digby Expense Claim

Claimant's Name: LINDA GREGORY

Claimant's Title: DEPUTY WARDEN

Date expense report posted: SEPT.15 TO SEPT.28,2017

OCT 06 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	Lunch $20	Dinner $35	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
						-							
09 17 17	FISHERMEN'S MEMORIAL			VEHICLE	20.00	8.58							
	SERVICE					-							
09 20 17	DARC				20.00	8.58							
						-							
09 21 17	DARC-SENIOR'S				20.00	8.58							
						-							
09 22 17	UNSM REGIONAL				342.00	146.68		20.00					
	MEETING					-							
09 23 17	OPEN HOUSE HAINES LAKE				52.00	22.30							
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				-		194.72	-	20.00	-		-	-	-
					Office USE only	18.14							

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:

L 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:	214.72
Less amount paid directly by municipality:	-
	214.72
	-
Balance Due (Owed):	214.72