Municipality of the District of Digby Expense Claim

NOV 17 2017

Claimant's Name: LINDA GREGORY

Claimant's Title: DEPUTY WARDEN

Date expense report posted: 10-27-17 to 07-11-17

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	Meals Lunch $20	Meals Dinner $35	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
						-							
10/17/31	HERITAGE CONFERENCE		VEHICLE		504.00	216.17		20.00	35.00	HOTEL	418.17		
11/17/01						-	15.00	20.00	35.00	inc.	5.00		
11/17/02						-	15.00			inc.	5.00		
11/17/03						-	15.00	20.00		inc.	5.00		
						-							
						-							
11/17/07	NSAPG – Police					-	15.00						
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				-		216.17	60.00	60.00	70.00		433.17	-	-
					Office USE only	20.14							

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 (signature) — Print name and position

Linda Gregory, Deputy Warden — Signed

*APPROVED by:

L Fraser, CAO — Print name and position

(signature) — 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 professional development expenses. Municipalities may choose to report other expenses.

Total Claim:	839.34
Less amount paid directly by municipality:	-
	839.34
	-
Balance Due (Owed):	839.34