Municipality of the District of Digby Expense Claim

Claimant's Name: **Linda Gregory**

Claimant's Title: **Deputy Warden**

Date expense report posted: **May 14/18-May 27/18**

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 @ 0.4415	Meals Breakfast $15	Meals Lunch $20	Meals Dinner $35	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
						-							
May 14/18	Biosphere reserve--planting trees				272.00	120.09		20.00					
	plaque ,thankyou to firefighters					-							
	visiting remodeled VIC Digby					-							
May 16/18	DARC				20.00	8.83							
May 19/18	High C's banquet				20.00	8.83							
May 22/18	Barton School open house				68.00	30.02							
May 23/18	King's transit/official opening A.B.				364.00	160.71			35.00				
						-							
May 25/18	A.B. coronation					-			35.00				
						-							
May 26/18	A.B. official viewing parade				280.00	123.62		20.00	35.00				
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				-		452.10	-	40.00	105.00		-	-	-
					Office USE only	42.12							

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*

Deputy Warden

*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:	597.10
Less amount paid directly by municipality:	-
	597.10
	-
Balance Due (Owed):	597.10