

Municipality of the District of Digby Expense Claim

AUG 24 2018

Claimant's Name: LINDA GREGORY  
 Claimant's Title: DEPUTY WARDEN  
 Date expense report posted: JULY 9-AUG.18,2018

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			Other Expenses		Credit Card	Invoice
							Breakfast \$15	Lunch \$20	Dinner \$35	Description	Amount		
09-07-2018	CONCULATION COASTAL PROTECTION,MGA		CAR		240.00	105.96		20.00					
12-07-2018	GRAND OPENING C.W. STORE				20.00	8.83							
17-07-2018	BIOSPHERE RESERVE				240.00	105.96		20.00					
18-07-2018	DARC				20.00	8.83							
19-07-2018	DARC SENIOR				20.00	8.83							
25-07-2018	4H LER'S				20.00	8.83							
26-07-2018	4H LER'S				20.00	8.83							
01-08-2018	KING'S TRANSIT				20.00	8.83		20.00					
10-08-2018	SCALLOP DAY'S OPENING				20.00	8.83							
12-08-2018	SCALLOP DAY'S SUNSET CERMONY& CLOSING				20.00	8.83							
14-08-2018	DEVELOP NS				240.00	105.96							
15-08-2018	DARC CANCELLED				20.00	8.83							
16-08-2018	DARC SENIOR'S				20.00	8.83							
17-08-2018	WASTE CHECK H.APP.				20.00	8.83							
						415.01							
						Office USE only	38.67						

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 \_\_\_\_\_ Signed

Notes: Travel expenses 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: 475.01  
 Less amount paid directly by municipality: \_\_\_\_\_  
 Balance Due (Owed): 475.01