

Municipality of the District of Digby Expense Claim

Claimant's Name: LINDA GREGORY
 Claimant's Title: DEPUTY WARDEN
 Date expense report posted: NOV.28-DEC.9/18

DEC 14 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 20 \$15	Lunch 20 \$20	Dinner 45 \$35	Description	Amount		
28-11-18	KING'S TRANSIT		CAR		295.00	130.24				45.00 40.00			
01-12-18	DARC				20.00	8.83							
02-12-18	ADMIRAL DIGBY MUSEUM CHRISTMAS DADDIES				40.00	17.66				45.00 40.00			
06-12-18	CULTURE DIVERSITY WORKSHOP				634.00	279.91	20.00	20.00		HOTEL INCIDENTALS	135.69 20.00		
09-12-18	KING'S TRANSIT				265.00	117.00							
						553.64	20.00	20.00	80.00		155.69		
						Office USE only	51.58			90.00			

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
 Deputy Warden
 Signed

*APPROVED by:
LINDA FRASER CAU
 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 professional development expenses. Municipalities may choose to report other expenses.

Total Claim: 829.33
 Less amount paid directly by municipality: _____

 Balance Due (Owed): 829.33
 839.33

Best Western Truro - Glengarry

150 Willow Street
Truro, NS B2N 4Z6

(902) 893-4311

HST @102 112 380

C/O 12/06/2018 05:42 AM MD

Loyalty Club: 6006637363007006 Platinum

Room # 110-A

Registered To:

Gregory, Linda
R.R. # 3, 1619 Culloden Road
Digby, NS B0V1A0
CANADA

(902) 245-3005

Conf # 188777
Arrival 12/05/18
Departure 12/06/18

Room Type INQQ-2 QUEEN BED
Guests 2 / 0

Payment Amex
Acct XXXX-XXXXXX-X1008

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
12/05/18	MD	RC	ROOM CHRG REVENUE			\$117.99
12/05/18	MD	9	HST			\$17.70
12/06/18	MD	AX	PAYMENT AMEX			\$135.69-

Balance Due	\$0.00
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Signature _____