OCT 01 2021

Municipality of the District of Digby Expense Claim

Claimant's Name: **LINDA GREGORY**

Claimant's Title: **WARDEN**

Date expense report posted: **August 1 - Sept 30/21**

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 @ 0.4615	Meals Breakfast $20	Meals Lunch $20	Meals Dinner $45	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
Aug 7/21	Scallop Days Opening speaking		VEHICLE		20.00	9.23							
Aug.8/21	Scallop Days Closing speaking				20.00	9.23							
Aug.18/21	DARC				20.00	9.23							
Aug.26/21	Ground Search and Rescue Awards				45.00	20.77							
Sept.4/21	Lobster Bash opening speaking				20.00	9.23							
Sept 5/21	Lobster Bash closing speaking				20.00	9.23							
Sept 8/21	2 meetings both PAC				-	-			45.00				
Sept.9/21	Meeting with independent marine				20.00	9.23							
	ports					-							
Sept 14 &15/21	Strategic Planning Session				32.00	14.77	20.00	20.00	45.00	hotel	121.20		
	Quest for new hospice speaking				24.00	11.08							
	& Cheque presentation					-							
Sept 15/21	DARC				20.00	9.23							
Sept.18/21	Viewing and tour Smith Cove				34.00	15.69							
	Fire Dept new truck					-							
	DARC volunteer cermoney				20.00	9.23							
Sept.22/21	king's transit				295.00	136.14		20.00					
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				-		272.29	20.00	40.00	90.00		121.20	-	-
					Office USE only	25.37							

I certify that the amounts claimed in this request are accurate, in accordance with municipal policy, and were incurred while conducting municipal business.

Print name and position *Signed*

*APPROVED by:

Jeffrey Gordon, 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:	543.49
Less amount paid directly by municipality:	-
	543.49
	-
Balance Due (Owed):	543.49