Municipality of the District of Digby Expense Claim

JAN 19 2024

Claimant's Name: LINDA GREGORY

Claimant's Title: WARDEN

Date expense report posted: DECEMBER 15-Jan.1/24

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 @ 0.5770	Meals Breakfast $20	Meals Lunch $20	Meals Dinner $45	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
						-		-					
DEC.18/23	Santa breakfast				20.00	11.54							
						-							
DEC.19/23	Family Practice				20.00	11.54							
						-							
Dec.21/23	DARC				20.00	11.54							
						-							
Dec.22/23	Levee Lunch meeting				20.00	11.54		20.00					
						-							
Dec.28/23	Levee meeting				20.00	11.54							
						-							
Dec. 31/23	Levee preparations				55.00	31.74							
						-							
Jan 3/24	Levee wrap up meeting				20.00	11.54							
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				-		100.98	-	20.00	-		-	-	-
					Office USE only	9.41							

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 WARDEN *Signed*

*APPROVED by:

Jeff Sandelbird

Print name and position CAO *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:	120.98
Less amount paid directly by municipality:	-
	120.98
	-
Balance Due (Owed):	120.98