Claimant's Name:

Claimant's Title:

Date expense report

posted: July 1, 2018 - September 30, 2018

	Business Purpose of	Professional				Mileage				Other
Date Expense Incurred	Expense: must include (if	Development	Travel Expense Type	Travel/ Prof Dev. Cost (\$)	kms driven	calculated	Meals			Expenses
	applicable): date of travel	Expense Type				@ 0.4415	Breakfast Lunch	Dinner	Other	
July 18 2018	VWRM Board (Kentville)		Mileage		188	\$83.00	\$15.00)		
July 26 2018	VWRM Special Board (Kentville)		Mileage		188	\$83.00	\$15.00)		
August 21 2018	VWRM Board (Kentville)		Mileage		188	\$83.00	\$15.00)		
August 22 2018	VWRM Board (Kentville)		Mileage		188	\$83.00	\$15.00			
September 10 2018	VWRM Special Board (Kentville)		Mileage		188	\$83.00	\$15.00)		
						\$0.00				

Paid by Municipality						
Credit Card	Cheque	Invoice				
	10565					
	10565					
	10565					
	10565					
	10565					

\$0.00

Total \$0.00 \$415.00 \$0.00 \$75.00 \$0.00 \$0.00 \$0.00								
	Total	\$0.00	\$415.00	\$0.00	\$75.00	\$0.00	\$0.00	

Total Expenses: \$490.00

Notes:

Travel Expenses include but are not limited to accomodations, transportaion and incidentals

Professional development expesses include, but are not limited to course rehistration fees

business purposes of an expense include but are not liminted 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 travel, meals and professional development expenses. Municipalities may choose to report other expenses.

