

Town of Annapolis Royal Expense Reporting Form

Claimant's Name:	Gregory Barr
Claimant's Title:	CAO
Date expense report posted:	July 1, 2018 - September 30, 2018

Date Expense 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
							Breakfast	Lunch	Dinner	Other	
July 21 2018	AMA consultations and VWRM meeting (Old Orchard)		Mileage		210	\$92.72					
July 23 2018	Meeting with Premier and Mayor (Middleton)		Mileage		98	\$43.27					
September 30,2018	July-September cell phone		Reimbursement	\$90.00		\$0.00					
September 28 2018	Infrastructure meeting with MP and Municipal Leaders (Windsor, NS)		Mileage		272	\$120.09		15			
September 25 2018	A.I.M Meeting (Summerville)		Mileage		268	\$118.32		15			
						\$0.00					
			<b>Total</b>			\$374.39	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00

Paid by Municipality		
Credit Card	Cheque	Invoice
	10414	
	10484	
	10605	
	10605	
	10605	
\$0.00		

Total Expenses: \$494.39

Notes:  
 Travel Expenses include but are not limited to accomodations, transportaion and incidentals  
 Professional development expesnes 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.

