

Town of Annapolis Royal Expense Reporting Form

Claimant's Name: Pat Power
 Claimant's Title: Deputy Mayor
 Date expense report posted: October 1-December 31-2018

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 @ 0.442	Meals				Other Expenses
							Breakfast	Lunch	Dinner	Other	
Nov6-9/2018	NSFM conference	01-21130B	mileage/meal		408	\$180.13			\$26.00		
Nov 29/2018	AVRL Board Meeting	01-21130B	mileage		144	\$63.58					
Nov6-8/2018	UNSM	01-21130B	accomodation	\$524.34		\$0.00					
Nov 21/2018	Registration NSFM	0121130B	registration for conference	\$552.00		\$0.00					
Nov 21/2018	Carbon Offset for conference (No HST)	0121130B	Carbon Offset for conference (no HST)	\$5.00		\$0.00					
						\$0.00					
Total				\$1,081.34		\$243.71	\$0.00	\$0.00	\$26.00	\$0.00	\$0.00

Total w/ HST
Rebate

\$1,225.64

Paid by Municipality		
Credit Card	Cheque	Invoice
\$186.92	\$206.13	6-9Nov18
\$57.66	\$63.58	
\$475.48	\$524.34	Oct16-Nov16/2018
\$500.57	\$552.00	6068
\$5.00	\$5.00	
\$524.34	\$826.71	

* audited by: Melony Robinson
 Print Name and Position: Melony Robinson
 Signed: Melony Robinson

Total Expenses: \$1,351.05

Notes:

Travel Expenses include but are not limited to accomodations, transportaion and incidentals
 Professional development expenses include, but are not limited to course registration 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.

1,102745

INCLUDE CELL PHONES, ALL HOTELS (VISA), 0121130B,0121130A