

Town of Annapolis Royal Expense Reporting Form

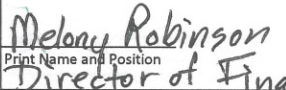
Claimant's Name: John Kinsella  
 Claimant's Title: Councillor  
 Date expense report posted: October 1-December 31 2018

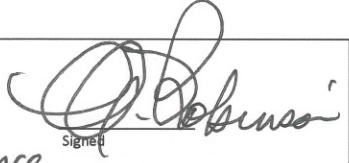
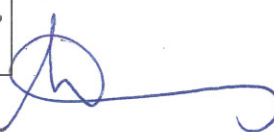
Date Expense Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Type	Travel Expense Type	Travel/ Prof Dev. Cost (\$)	kms driven	Mileage calculated @ 0.442	Meals				Other Expenses
							Breakfast \$12	Lunch \$17	Dinner \$26	Other	
Oct 17, 19 2018 and Nov 1	VWRM Board meeting	0121130B	mileage		564	\$249.29		\$51.00			
						\$0.00					
						\$0.00					
						\$0.00					
<b>Total</b>						\$249.29	\$0.00	\$51.00	\$0.00	\$0.00	\$0.00

Total including HST Rebate	Paid by Municipality		
	Credit Card	Cheque	Invoice
\$272.29		\$300.27	Oct-18
			Oct-18
			Oct-18
	\$0.00	\$300.27	

Total w/ HST R

\$272.29

\* audited by:  
  
 Print Name and Position: Melony Robinson  
Director of Finance

  
 Signed: 

Total Expenses: \$300.29

Notes:

Travel Expenses include but are not limited to accommodations, transportation and incidentals  
 Professional development expenses include, but are not limited to course registration fees  
 business purposes 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 travel, meals and professional development expenses. Municipalities may choose to report other expenses.

1.102745

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