

Town of Annapolis Royal Expense Reporting Form

Claimant's Name:

William MacDonald

Claimant's Title:

Mayor

Date expense report posted:

Oct 1, 2018- Dec 31, 2018

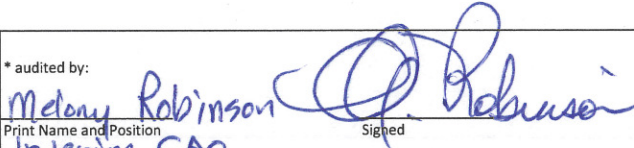
Date Expense Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Type	Travel Expense Type	Travel/ Prof Dev. Cost (\$)	kms driven	Mileage calculated @ 0.442	Meals				Other Expenses
							Breakfast	Lunch	Dinner	Other	
Oct 11 2018	National Trust Conference	01-21130b	registration - credit (no HST)	\$344.31							
Oct 16 -21 2018	National Trust Conference	01-21130B	meals/fuel			\$0.00	\$48.00		\$130.00	\$25.00	\$60.00
Oct16-21 2018	National Trust Conference	01-21130B	accomodation	\$1,034.43		\$0.00					
Oct 1-31 2018	Telus	01-21130A	monthly cell phone	\$68.11							
Nov.8/2018	NSFM Conference (presenter)	01-21130b	mileage			\$176.80					
Nov 1-31 2018	Telus	01-21130A	monthly cell phone	\$69.49		\$0.00					
Nov 1 2018	ACT The National Trust	01-21130b	registration	\$125.00		\$0.00					
DEC 1 2018	Telus	0121130A	monthly cell phone	\$69.57							
Total (including HST)				\$1,366.60		\$176.80	\$48.00	\$0.00	\$130.00	\$25.00	\$60.00

Total w/ HST
Rebate

\$1,930.96

Total Expenses includi \$1,806.40

1.102745

* audited by:

 Print Name and Position: Melony Robinson
 Interim CAO
 Signed

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 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.

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