

Town of Annapolis Royal Expense Reporting Form

Claimant's Name: Gregory Barr
 Claimant's Title: Chief Administrative Officer
 Date expense report posted: January 1 2019 -January 31 2019

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	
January 31 2019	Cell Phone reimbursement	01-21290z				\$ -					\$ 30.00
						\$ -					
						\$ -					
						\$ -					
						\$ -					
						\$ -					
Total				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00

Total including HST Rebate

Paid by Municipality		
Credit Card	Cheque	Invoice
	\$ 30.00	Jan2019re
\$0.00	\$30.00	

\$0.00

Total Expenses: \$30.00

* audited by:

 Print Name and Position: Melony Robinson
Director of Finance

 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 limjnted 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

