

Town of Annapolis Royal Expense Reporting Form

Claimant's Name:Pat Power

Claimant's Title:Deputy Mayor

Date expense report posted:January 1 2019 -March 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	Total including HST Rebate	Paid by Municipality		
							Breakfast	Lunch	Dinner	Other			Credit Card	Cheque	Invoice
Feb 14 2019	AVRL Board meeting	01-21130B	Mileage		144	\$63.58			\$10.34			\$67.03		\$73.92	Feb14/2019
						\$0.00									
Total				\$0.00		\$63.58	\$0.00	\$0.00	\$10.34	\$0.00	\$0.00		\$0.00	\$73.92	
												Total w/ HST Rebate	\$67.03		
													HST REBATE	\$6.89	

\* audited by:

Melony Robinson,Print Name and Position

Director of Finance

Signed

Total Expenses: \$67.03

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.

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

