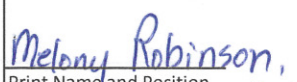
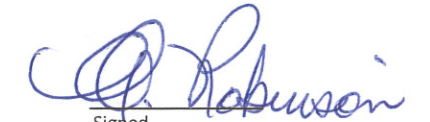


Town of Annapolis Royal Expense Reporting Form

Claimant's Name: John Kinsella  
 Claimant's Title: Councillor  
 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	
							Breakfast \$12	Lunch \$17	Dinner \$26	Other		
January 9-16/ 2019	VWRM Board meeting	01-21130b	Mileage		376	\$166.20		\$34.00				
February 20- March 20/ 2019	VWRM Board meeting	01-21130b	Mileage		542	\$239.31		\$30.00				
						\$0.00						
						\$0.00						
						\$0.00						
						\$0.00						
Total						\$405.51	\$0.00	\$64.00	\$0.00	\$0.00	\$0.00	

Total including HST Rebate	Paid by Municipality		
	Credit Card	Cheque	Invoice
\$181.55		\$200.20	Jan9-16/19
\$244.22		269.31	FEB20/MARCH20/19
	\$0.00	\$469.51	
	HST REBATE	\$43.75	
Total w/ HST Rebate	\$425.76		

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

Total Expenses: \$425.76

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

