

Town of Annapolis Royal Expense Reporting Form

Claimant's Name: Holly Sanford

Claimant's Title: Councillor

Date expense report posted: April 2018 - June 2018

Date Expense Incurred	Business Purpose of Expense: must include (if applicable): date of travel &	Professional Development Expense Type	Travel Expense Type	Travel/ Prof Dev. Cost (\$)	kms driven	Mileage calculated @ 0.442	Meals				Other Expenses	Paid by Municipality		
							Breakfast	Lunch	Dinner	Other		Credit Card	Cheque	Invoice
						0								
						0								
						0								
						0								
						0								
						0								
						0								
Total				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

* audited by: M. Robinson, DoF

Print Name and Position



Signed

Total Expenses: \$0.00

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

