

Town of Annapolis Royal Expense Reporting Form

Claimant's Name: Owen Elliot

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 & 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
						\$0.00									
Total				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	

Total w/ HST Rebate \$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.



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