Claimant's Name:

Claimant's Title:

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			
	date of traver & destination	Expense Type				_	Breakfast		Dinner	Other			Credit Card	Cheque	Invoice
April242018	National Trust conference		0121130B								\$ 350.00	\$ 350.00		\$ 350.00	APR242018
May1218	Reimbursement: cell phone screen replacement	0121140A									\$ 45.99	1		\$ 45.99	may1218
May242018	Apple Blossom Tea		0127804z			\$159.64					\$ 5.00	\$ 149.30		\$ 164.64	May242018
June7-11/2018	Joint Police Committee, Breaky	vater studios, Pride	0121130b			\$265.91						\$ 241.13		\$ 265.91	June7-11/2018
June 28 2019	Berwick Fire Hall special counci		0121130b			\$75.25						\$ 75.25		\$ 165.11	JUNE2018 (Gbarr
26267404058	cell phone	0121130a									\$ 79.85	\$ 72.41		\$ 441.65	262674040
26267404059	cell phone	0121130a									\$ 79.84	\$ 72.40		\$ 434.20	262674040
26267404060	cell phone	0121130a									\$ 79.84	\$ 72.40		\$ 434.06	262674040
									+			-		-	
												]			
			Total (including HST)	\$0.00	]	\$500.80	\$0.00	\$0.0	0 \$0.00	\$0.00	\$290.52		\$0.00	\$1,951.56	

Total w/ HST

Rebate \$1,078.89

Total Expenses includir \$1,078.89

audited by:

Print Name and Position

Signed

1.102745

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.



; (VISA), 0121130B,0121130A