

Town of Annapolis Royal Expense Reporting Form

Claimant's Name: Kelly Rice  
 Claimant's Title: Chief Administrative Officer  
 Date expense report posted: July 1 - September 30

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 @ 0.459	Meals				Other Expenses	Total including HST Rebate	Paid by Municipality		
							Breakfast	Lunch	Dinner	Other			Credit Card	Cheque	Invoice
July 30 2019	Annapolis Partnership Steering Committee Meeting: Bridgetown (June 19, 2019) CAOs' Meeting (June 28,2019)	01-21214c	Mileage		186.6	\$82.38					\$ 74.70				
July 30 2019	Cell Phone Expense (July 2019)	01-21290Z	Reimbursement			\$0.00				\$50.00	\$ 50.00		included at	JULY.2019	
September 20 2019	Asset Infrastructure Management System	01-21214C	Attendance							\$103.24	\$ 103.24			AMANS FALL CONFERENCE	
September 30 2019	Housing Forum Cornwallis( Sept.18,2019) Asset Infrastructure Management System workshop Halifax (Sept.27 2019)	01-21214c	Mileage		294.6	\$130.07					\$ 117.95			\$230.07 SEPT18/19	
August and September	Cell Phone Expense (August and September 2019)	01-21290c	Reimbursement			\$0.00				\$100.00	\$ 100.00		included at	SEPT18/19	
September 18 2019	Ticket for Housing Forum	01-21214c				\$0.00				\$32.84	\$ 32.84	\$32.84		WESTERN NS HOUSING	
						\$0.00					\$ -				
Total				\$0.00		\$212.45	\$0.00	\$0.00	\$0.00	\$0.00	\$286.08		\$32.84	\$465.69	
												\$478.73			

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

*Melony Robinson*  
 Signed

Total Expenses: \$498.53

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.



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