



Town of Annapolis Royal Expense Reporting Form

Claimant's Name: John Kinsella  
 Claimant's Title: Councillor  
 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 \$12	Lunch \$17	Dinner \$26	Other			Credit Card	Cheque	Invoice	
Aug1 2019	Valley Waste Resource Management: Kentville(May 15, July 2,17,19)	01-21130B	Mileage		752	\$ 345.16		\$ 51.00				\$ 359.25		\$396.16	May-July2019	
Oct 2 2019	Valley Waste Resource Management:Kentville (Sept.17,18,25,2019)	01-21130B	Mileage		564	\$ 258.88		\$ 34.00				\$ 265.59		\$292.87	Sept18-25/19	
												\$ -				
												\$ -				
												\$ -				
												\$ -				
Total							\$604.03	\$0.00	\$85.00	\$0.00	\$0.00	\$0.00	\$624.84	\$0.00	\$689.03	

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

Total Expenses: \$689.03

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

