

Town of Annapolis Royal Expense Reporting Form

Claimant's Name: William MacDonald

Claimant's Title: Mayor

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	Cell Phone	01-21130A	Cell Phone								\$69.52	\$ 63.04		\$413.21	26267404074
August 30 2019	Cell Phone	01-21130A	Cell Phone								\$70.02	\$ 63.50		\$427.92	26267404075
September 30 2019	Cell Phone	01-21130A	Cell Phone								\$69.52	\$ 63.05		\$411.71	26267404073
September 18 2019	Western NS Housing authority: Cornwallis NS	01-21130B									\$32.84	\$ -	\$32.84		WESTERN NS HOUSING
												\$ -			
												\$ -			
Total				\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$241.90	\$189.59	\$32.84	\$1,252.84	

Total Expenses: \$241.90

* audited by:

Melony Robinson

Print Name and Position

Director of Finance



Signed

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