

Claimant's Name: Kelly Rice

Claimant's Title: Chief Administrative Officer

Date expense report posted: October 1-31, 2019

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
October 7-19/19	Valley Waste Regional Management (Kentville), AMA conference (Digby)	01-21214C	Mileage, meals, accomodation		184	\$81.23	\$36.00	\$34.00	\$26.00	455.40 (hotel)		\$ 573.70		\$682.64	10-7-19/19
October 31,2019	Cell Phone	01-21290Z	Cell phone							\$50.00		\$ 50.00		included above	
Total				\$0.00		\$81.23	\$36.00	\$34.00	\$26.00	\$50.00	\$0.00		\$0.00	\$682.64	
												\$623.70			

* audited by:

Melony Robinson, D.o.F

Print Name and Position

M. Robinson

Signed

Total Expenses: \$227.23

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