

Town of Annapolis Royal Expense Reporting Form

Claimant's Name:	William MacDonald
Claimant's Title:	Mayor
Date expense report posted:	July 1 2020- Sept 30 2020

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 2020	Cell Phone Bill	01-21130a										\$ 63.03		451.39	26267404086
August 30 2020	Cell Phone Bill	01-21130a										\$ 63.03		452.19	26267404087
September 30 2020	Cell Phone Bill	01-21130a										\$ 63.09		455.53	26267404088
Total													\$0.00	\$0.00	
												\$189.09			

Total Expenses:	\$0.00
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* audited by:

Melony Robinson, Director of Finance
Print Name and Position

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 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

