


Town of Annapolis Royal Expense Reporting Form

Claimant's Name: John Kinsella
 Claimant's Title: Councillor
 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 @ 0.467	Meals				Other Expenses	Total including HST Rebate	Paid by Municipality		
							Breakfast \$12	Lunch \$17	Dinner \$26	Other			Credit Card	Cheque	Invoice
Sept 23/2020	VWRM Kentville	0121130B	Mileage		188	\$ 87.80		\$ 17.00				\$ 95.03		\$ 192.60	30Sept2020
Sept 30/2020	VWRM Kentville	0121130B	Mileage		188	\$ 87.80						\$ 79.62		\$ 192.60	30Sept2020
												\$ -			
												\$ -			
												\$ -			
												\$ -			
			Total	\$0.00		\$175.59	\$0.00	\$17.00	\$0.00	\$0.00	\$0.00		\$0.00	\$385.20	
												\$174.65			

* audited by:

 Melony Robinson, Director of Finance
 Print Name and Position
 Signed

Total Expenses: \$192.60

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

