

Town of Annapolis Royal Expense Reporting Form

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| Claimant's Name: | Amery Boyer |
| Claimant's Title: | Mayor |
| Date expense report posted: | January 1- March 31 2021 |

| 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 @ 0.4670 | Meals | | | | Other Expenses | Total including HST Rebate | Paid by Municipality | | |
|-----------------------|---|---------------------------------------|---------------------|-----------------------------|------------|-----------------------------|-----------|-------|--------|-------|----------------|----------------------------|----------------------|--------|---------|
| | | | | | | | Breakfast | Lunch | Dinner | Other | | | Credit Card | Cheque | Invoice |
| 01.01.21 | phone reimbursemnet | 01-21130A | | | | | | | | | 30 | \$ 30.00 | | 12933 | |
| 02.01.21 | phone reimbursemnet | 01-21130A | | | | | | | | | 30 | \$ 30.00 | | 12933 | |
| 01.13.21 | Valley Waste Resource Management orientation at Al Whittle Theatre in Wolfville | 01-21130B | | | 230 | 107.41 | 17 | | | | | \$ 112.82 | | 12933 | |
| 03.31.21 | phone reimbursement | 01-21130A | | | | | | | | | 30 | \$ 30.00 | 13144 | | |
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Total Expenses: \$184.41

* 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.



(VISA), 0121130B,0121130A

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07-04-29082018-rev01