


Claimant's Name: Sandi Millett-Campbell
 Claimant's Title: Chief Administrative Officer
 Date expense report posted: April 1, 2021 -June 30, 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 @ 0.4615 | Meals | | | | Other Expenses | Total including HST Rebate | Paid by Municipality | |
|-----------------------|---|---------------------------------------|-------------------------------|-----------------------------|------------|-----------------------------|-----------|--------|--------|-----------|----------------|----------------------------|----------------------|----------------|
| | | | | | | | Breakfast | Lunch | Dinner | Other | | | Credit Card | Cheque Invoice |
| 04.15.21 | Keji Site Visit | 01-21214C | Admin Conference | | 150 | \$69.23 | | | | | \$ 64.03 | | 13133 | |
| 04.16.21 | IMSA(Inter-Municipal Service Agree | 01-21130A | Travel, Mayor Council Expense | | 150 | \$69.23 | | | | | \$ 64.03 | | 13133 | |
| 04.31.21 | Cell Phone | 01-21290Z | reimbursement | | | | | | | \$ 40.69 | \$ 36.90 | | 13125 | |
| 05.10.21 | Spring Conference Registration: Nova Scotia Federation of Municipalities | 01-21214C | registration | | | | | | | \$ 258.75 | \$ 234.65 | | 13283 | |
| 06.09.21 | Association of Municipal Administrators | 01-21214D | registration | | | | | | | \$ 339.25 | \$ 307.64 | | 13189 | |
| 05.13.21 | International Personnel Managemen | 01-21214D | training | | | | | | | \$ 862.50 | \$ 782.15 | | 13184 | |
| 05.31.21 | Cell Phone | 01-21290Z | reimbursement | | | \$0.00 | | | | \$ 40.69 | \$ 36.90 | | 13299 | |
| 06.30.21 | Cell Phone | 01-21290Z | reimbursement | | | \$0.00 | | | | \$ 40.69 | \$ 36.90 | | 13238 | |
| Total | | | | \$0.00 | | \$138.46 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 1,582.57 | | \$0.00 | |
| | | | | | | | | | | | \$1,563.20 | | | |

* audited by:
 Melony Robinson, Director of Finance, MBA, CPA, CMA
 Print Name and Position

 Signed

Total Expenses: \$1,721.03

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