


Claimant's Name: Sandi Millett-Campbell
 Claimant's Title: Chief Administrative Officer
 Date expense report posted: Oct1-Dec31/2021

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	
10.01.21	Association of Mun. Administrators Registration	21214c	Registration								\$ 552.00	\$ 500.57	✓	13521	
10.01.21	October Cell bill	21290Z	Phone Reimbursement								\$ 40.71	\$ 36.92	✓	13729	
10.04.21	IMSA(inter-Municipal Service Agreement) Meeting w/ Mayors	21214c	Mileage		184	\$84.92		\$17.00				\$ 93.34	✓	13533	
	AMA (Association of Municipal Administrators) Conference	21214c	Mileage		389	\$179.52	\$36.00	\$17.00	\$26.00			\$ 234.44	✓	13533	
	AMA (Association of Municipal Administrators) Conference: Hotel	21214c	Accommodations							\$ 404.70		\$ 366.99	✓	13533	
10.27.21	IMSA(inter-Municipal Service Agreement) Meeting w/ Mayors	21214c	Mileage		184	\$ 84.92						\$ 77.01	✓	13595	
10.29.21	IMSA(inter-Municipal Service Agreement) Meeting w/ Mayors	21214c	Mileage		184	\$84.92						\$ 77.02	✓	13595	
11.01.21	November Cell Phone	21290z	Phone Reimbursement								\$ 40.72	\$ 36.93	✓	13601	
11.02.21	Atlantic Infrastructure Management	21214C	Registration								\$ 212.75	\$ 192.93	✓	13591	
11.017.21	Nova Scotia Federation of Municipality Conference Registration	21214c	Registration								\$ 402.50	\$ 365.00	✓	13628	
11.24.21	IMSA(inter-Municipal Service Agreement) Meeting w/ Mayors	21214c	Mileage		390	\$179.99						\$ 163.22	✓	13648	
11.24.21	Mayor's/Warden/CAOs' meeting in Bridgetown		Meal						\$26.00			\$ 23.58	✓	13648	
11.29.21	AIMS(Atlantic Infrastructure Management System) Conference		Mileage		390	\$172.19	\$12.00		\$26.00			\$190.60	✓	13648	
12.01.21	Cell Phone Reimbursement	21290c	Phone Reimbursement								\$ 40.72	\$ 36.93	✓	13522	
12.20.21	Land Registry Office, Development Agreement	28404Z			75	\$34.61						\$ 31.39	✓	13715	
Total						\$0.00	\$821.06	\$48.00	\$34.00	\$78.00	\$0.00	\$ 1,101.39		\$0.00	
													\$1,889.36		

* audited by:

Melony Robinson, Director of Finance, MBA, CPA, CMA

Print Name and Position


Signed

Total Expenses:

\$2,082.45

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