


Claimant's Name: Sandi Millett-Campbell
 Claimant's Title: Chief Administrative Officer
 Date expense report posted: January 1, 2022-March 31, 2022

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
January 11 2022	Cell Phone	01-21290Z									\$ 40.70	\$ 36.91		13729
February 16 2022	10 Part Webinar Series Everbright (Training)	01-21214D									\$ 559.25	\$ 507.14		13840
Feb-22	Cell Phone	01-21290Z									\$ 40.70	\$ 36.91		13859
March 4 2022	Cell Phone	01-21290Z									\$ 40.78	\$ 36.98		13892
						\$0.00								
			Total	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 681.43		\$0.00	
												\$617.94		

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

Total Expenses: \$681.43

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