

Claimant's Name: Holly Sandford

Claimant's Title: Councillor

Date expense report posted: October 1-December 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 @ 0.5113	Meals				Other Expenses	Total including HST Rebate	Paid by Municipality		
							Breakfast	Lunch	Dinner	Other			Credit Card	Cheque	Invoice
11.1.2022	Nova Scotia Federation of Municipalities (NSFM) Conference Halifax	01-21130B			410	\$209.63		\$17.00	\$52.00	\$90.00		\$ 334.29			
11.24.22	Registration for NSFM conference	0121130B				\$0.00					\$695.00	\$ 630.25			
						\$0.00						\$ -			
						\$0.00						\$ -			
						\$0.00						\$ -			
						\$0.00						\$ -			
Total				\$0.00		\$209.63	\$0.00	\$17.00	\$52.00	\$90.00	\$695.00	\$964.54	\$0.00		

\* audited by:

Melony Robinson, Director of Finance, CPA, MBA

Print Name and Position

Signed

Total Expenses: \$1,063.63

Notes:

Travel Expenses include but are not limited to accommodations, transportation 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