

Claimant's Name: Sandi Millett-Campbell

Claimant's Title: Chief Administrative Officer


Date expense report posted: January 1,2023 - March 31, 2023

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 Carr	Cheque Invoice
Jan-23	cell phone	01-21290c									\$ 40.76	\$36.96		14676
February 2 and 27 2023	Middleton	01-21214d	mileage		194	\$99.19						\$89.65		14811
Feb-23	cell phone	01-21290c									\$ 40.76	\$36.96		14722
March 15-17/23	New Minas: ICS 300	01-21214d	mileage		230	\$117.60	\$24.00	\$34.00	\$42.94		\$ 60.00	\$252.59		14831
Mar-23	cell phone	01-21290c									\$ 71.52	\$64.86		14873
						\$0.00								
			Total	\$0.00		\$99.19	\$24.00	\$34.00	\$42.94	\$0.00	\$ 213.04		\$0.00	
												\$444.06		

* audited by:

Melony Robinson, Director of Finance, CPA, MBA

Print Name and Position

 Signed

Total Expenses: \$413.17

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