


Town of Annapolis Royal Expense Reporting Form

Claimant's Name: Micheal Tompkins  
 Claimant's Title: Deputy Mayor  
 Date expense report posted: July 1, 2023 -September 30, 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 @ 0.5770	Meals				Other Expenses	Total including HST Rebate	Paid by Municipality		
							Breakfast	Lunch	Dinner	Other			Credit Card	Cheque	Invoice
July 27,2023	ACIMWG meeting Middleton	01-21130B	mileage		97	\$ 55.97						\$ 51.38		15324	
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			<b>Total</b>	<b>\$0.00</b>		<b>\$55.97</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$51.38</b>			

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



Signed

Total Expenses: \$55.97

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

