Town of Annapolis Royal Reporting Form

Annapolis Royal
Nova Scotia

Claimant's Name: Sandi Millett-Campbell

Claimant's Title: Chief Administrative Officer

Date expense report posted: October 30 - December 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 @ 0.5770	Meals				Other Expenses	Total including HST Rebate	Paid by Municipality		
							Breakfast	Lunch	Dinner	Other			Credit Card	Cheque	Invoice
Oct 31 2023	cell phone	01-21290c	cell			$0.00					$ 40.77	$36.97			
Nov 30 2023	cell phone	01-21290c	cell			$0.00					$ 40.73	$36.94			
Sept 30 2023	meeting with NSHA- Mayor Boyer	01-21130B	mileage		100	$57.70						$52.29		15358	
Oct 17-20 2023	AMA Conference- Digby	01-21214C	mileage		247	$142.52						$129.24		15358	
Dec 30 2023	cell phone	01-21290c	cell			$0.00					$40.70	$36.97			
Nov 2 2023	meeting with NSHA- Mayor Boyer	01-21130B	mileage		184	$106.17						$96.28		15421	
Nov 14 2023	police review with Mayor Boyer	01-21130B	mileage		200	$115.40						$104.65		15421	
Nov 15- 17 2023	NSFM Conference	01-21214C	mileage/meals/accomodations		200	$115.40	$36.00	$17.00	$52.00	$15.00	$ 636.09	$790.30		15421	
Nov 15 2023	NSFM Conference	01-21214C	conference fee			$0.00					$ 862.50	$782.15			
						$0.00						$0.00			
						$0.00						$0.00			
						$0.00						$0.00			
						$0.00						$0.00			
						$0.00						$0.00			
			Total	$0.00		$537.19	$36.00	$17.00	$52.00	$15.00	$ 1,539.29				
												$2,065.78			

* audited by:

Melony Robinson, Director of Finance, CPA, MBA
Print Name and Position

Signed

Total Expenses: $2,196.48

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