Claimant's Name:

Claimant's Title:

Date expense report
posted:

January 1,2024 to March 31, 2024



Date Expense Incurred	Business Purpose of Expense: must include (if applicable): date of travel &	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		
	destination						Breakfast \$12	Lunch \$17	Dinner \$26 0	Other			Credit Card	Cheque	Invoice
Feb 23 2024	business cards- Integrity	01-21130A				\$ -					\$ 77.62	\$70.39		15623	1268
	Printing														
						\$ -									
		*	,			\$ -						\$ -			
						\$ -						\$ -			
					a	\$ -						\$ -			
						\$ -						\$ -			
	100 15 000					•									
			Total	\$0.00]	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$77.62		\$0.00		
			,		•							\$70.39			-

* audited by:

Melony Robinson, Director of Finance, CPA, MBA

Print Name and Position

Signed

Total Expenses:

1.102745

\$77.62

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

