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: January 1,2024 to March 31, 2024

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 Carc	Cheque	Invoice
												$96.00		15552	
23-Jan-24	meeting with CAOs- homelessness in Berwick	mileage	01-21214C		154	$88.86		$17.00				$55.46	✓	15590	
25-Jan-24	ACIMWG- mayor & deputy mayor-Middleton	mileage	01-21130B		106	$61.16					$40.75	$36.95			
30-Jan-24	cell phone	admin	01-21290z			$0.00					$ 40.75	$36.95			
29-Feb-24	cell phone	admin	01-21290z			$0.00						$41.86		15707	
28-Mar-24	mileage to Lawrencetown Healthcare group	mileage	01-21214C		80	$46.16					$40.70	$36.91			
29-Mar-24	cell phone	admin	01-21290z			$0.00						$0.00			
						$0.00						$0.00			
						$0.00						$0.00			
						$0.00						$0.00			
						$0.00						$0.00			
						$0.00						$0.00			
						$0.00						$0.00			
						$0.00						$0.00			
						$0.00									
			Total	$0.00		$196.18	$0.00	$17.00	$0.00	$0.00	$ 81.45	$304.14			

Total Expenses: $294.63

* audited by:

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

Signed

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

07-04-29082018-rev01

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