Claimant's Name:

Claimant's Title:

Date expense report
posted:

April 1, 2024-June 30, 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 @ 0.5838	Meals		Other Expenses	Total HST R		Paid by Municipality			
	destination						Breakfast Lunch	Dinner	Other			W. C.	Credit Card Ch		oice
April 1/2024	Cell Phone Reimbursement	01-21130A				\$0.00				30	\$	30.00		15684	
May 1 2024	Cell Phone Reimbursement	01-21130A				\$0.00				30	\$	30.00	15748		
Jun-24	Cell Phone Reimbursement	01-21130A				\$0.00	2		30	\$	30.00	15806			
				****		\$0.00					\$			-	
						\$0.00					\$	-			
						\$0.00			100		\$	- [
						\$0.00					\$	-			
						\$0.00					\$	=			
						\$0.00					\$				
						\$0.00					\$	-			
	35)					\$0.00					\$	-			
											\$	-			
			Total	\$0.00		\$0.00	\$0.00 \$0	0.00 \$0.00	\$0.00	\$90.00	0		\$0.00	\$0.00	
												\$90.00			

Total Expenses:

\$90.00

* 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 21214D 21214c