


Claimant's Name: Sandi Millett-Campbell
 Claimant's Title: Chief Administrative Officer
 Date expense report posted: July 1, 2024 -September 30, 2024

Town of Annapolis Royal Reporting Form



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 @ 0.5838	Meals				Other Expenses	Total including HST Rebate	Paid by Municipality		
							Breakfast	Lunch	Dinner	Other			Credit Card	Cheque	Invoice
31-Jul-24	cell phone	admin	01-21290z								\$ 40.73	\$36.94			
31-Aug-24	cell phone	admin	01-21290z								\$ 40.72	\$36.93			
5-Sep-24	leadership & problem solving workshop fee at AMANS	admin	01-21214D								\$ 138.00	\$125.14		16013	
Sept 11-13	NS Police Chief Conference Sydney		01-21214C/01-22190d								\$100.00	\$100.00			
11-Sep-24	NS Police Chief Conference Sydney	admin	01-21214C/01-22190d		1158	\$676.04		\$50.00	\$70.00	\$20.00	\$ 440.64	\$1,139.60		16023	
19-Sep-24	ACIMWG- Middleton		01-21214C		105	\$61.30						\$55.59		16076	
Sept 22/23	Workshop-Halifax		01-21214D		435	\$253.95	\$18.00		\$35.00	\$30.00		\$305.57		16076	
26-Sep-24	Andy Retirement- Middleton		01-21214C		105	\$61.30						\$55.59		16076	
28-Sep-24	Awards presentation- Digby-w/mayor		01-21130A		88	\$51.37						\$46.58		16076	
30-Sep-24	cell phone	admin	01-21290z								\$ 40.75	\$36.95			
Total						\$0.00		\$1,103.97	\$18.00	\$50.00	\$105.00	\$50.00	\$ 800.84		
												\$1,938.88			

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

Total Expenses: \$2,127.81

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