

Claimant's Name: Sybil Skinner Robertson  
 Claimant's Title: Deputy Mayor  
 Date expense report posted: October 1, 2024 -December 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 @ 0.5838	Meals				Other Expenses	Total including HST Rebate	Paid by Municipality		
							Breakfast	Lunch	Dinner	Other			Credit Card	Cheque	Invoice
Nov 4 2024	parking at Elected Official training Halifax	01-21130B				\$ -					\$ 28.69	\$ 26.02		16192	
Oct 31 2024	1 year Ipad cost	01-21130A										\$100.00		16154	
Oct 26-29 2024	NSFM conference	01-21130B			396	\$ 231.18						\$ 209.64		16300	
Nov 4-5	Municipal Training	01-21130B			396	\$ 231.18						\$ 209.64		16300	
4-Nov	accommodations- municipal training	01-21130B										\$ 170.81		16181	
Dec 11 2024	NSFM conference fee	01-21130B										\$787.15		16229	
Dec 11 2024	Joint council meeting	01-21130B			210	\$ 122.60						\$ 111.18		16300	
Dec 13 2024	Roberts Rules Training	01-21130A			210	\$ 122.60						\$ 111.18		16300	
Dec 13 2024	Rules of Order & meeting training	01-21130B										\$ 365.00		16215	
Dec 17 2024	business cards	01-21130A				\$ -					\$ 56.86	\$ 51.56		16275	
						\$ -						\$ -			
						\$ -						\$ -			
						\$ -						\$ -			
Total				\$0.00		\$707.57	\$0.00	\$0.00	\$0.00	\$0.00	\$85.55	\$2,142.18			

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

*Melony Robinson*  
 Signed

Total Expenses: \$793.12

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.



(VISA), 0121130B,0121130A