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: October 1, 2025- December 31, 2025

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 @ 0.5932	Meals				Other Expenses	Total including HST Rebate	Paid by Municipality		
							Breakfast	Lunch	Dinner	Other			Credit Car	Cheque	Invoice
Oct 1 2025	cell phone	01-21290Z									58.64	53.43			
Oct 8 2025	Harassment Prevention Training- Mun of West Hants	01-21214D			280	$166.10		$25.00				$174.10		16843	
Oct 30 2025	Volunteer Appreciation- Bear River w/mayor	01-21130B			76	$45.08						$41.07		16843	
Oct 20 2025	AMANS conference fee	01-21214C									$ 265.05	$241.47		16797	
Nov 1 2025	cell phone	01-21290Z									40.38	36.79			
Nov-25	NSFM conference fee- Halifax	01-21214C									$ 575.00	$524.29		16881	
Nov-25	pre-conference session- NSFM	01-21214D									$ 71.25	$64.91			
Nov 4-7 2025	NSFM conference- Halifax	01-21214C			424	$251.52	$54.00	$50.00	$70.00	30	$681.84	$1,036.17		16843	
Nov 27 2025	Technical Workshop-NSCC- Middleton	01-21214D			102	$60.51						$55.66		16897	
Dec 1 2025	cell phone	01-21290Z									40.39	36.8			
Dec 4 2025	IDEA meeting- Middleton	01-21214D			102	$60.51						$55.67		16897	
			Total	$0.00		$583.71	$54.00	$75.00	$70.00	$30.00	$ 1,673.91	$2,266.93			

* audited by:

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

Signed

Total Expenses: $2,486.62

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 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