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: July 1, 2025 -September 30, 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 Card	Cheque	Invoice
31-Jul-25	cell phone	admin	01-21290z								$ 40.40	$36.81			
31-Jul-25	ACIMWG meeting- Lawrencetown w/deputy mayor	mileage	01-21130A/01-21214C		80	$47.46						$43.24		16681	
31-Aug-25	cell phone	admin	01-21290z								$ 40.39	$36.80			
12-Aug-25	AMANS conference fee	admin	01-21214C								$ 542.42	$494.96			
12-Aug-25	AMANS conference fee- pre-course fee	admin	01-21214D								$ 135.60	$123.73			
26-Aug-25	OH & S harassment course	admin	01-21214D								$ 297.00	$271.64			
10-Sep-25	LCDC Meeting Lawrencetown	admin	01-21214c		80	$47.46						$43.24		16762	
Sept 23-26	AMANS conference- Sydney	admin	01-21214C		1175	$697.01	$72.00	$50.00	$105.00	$40.00	$798.44	$1,605.90		16762	
29-Sep-25	ACIMWG meeting- Middleton	admin	01-21214C		106	$62.88						$57.03		16762	
30-Sep-25	cell phone	admin	01-21290z								$ 40.40	$36.81			
			Total	$0.00		$854.80	$72.00	$50.00	$105.00	$40.00	$ 1,894.65				
												$2,750.16			

* audited by:

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

Signed

Total Expenses: $3,016.45

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