

Municipal Expense Reporting Form

Claimant's Name: **Town of Westville**

Claimant's Title: _____

Date expense report posted: **September 2023 to March 2024**

Paid by Municipality

Name	Title	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	Meals				Other Expenses	Paid by Municipality	
								Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
Lennie White	Mayor	Travel to Local Meetings		-	-		232.32							
Lennie White	Mayor	NS Federation of Municipalities Conference	735.00	810.81			160.11	60.00	60.00	120.00	2.50			
Lennie White	Mayor	Ticket Peace Medal event	26.07											
Lennie White	Mayor	PC Chamber of Commerce AGM	57.50											
Lennie White	Mayor	FCM Registration	1,192.80											
Lennie White	Mayor	Annual Cell phone									613.80			
Meghan Bragg	Councillor	NSFM Spring Conf- Registration	474.29					-						
Clairre MacKinnon	Councillor	Ticket Peace Medal event	26.07											
Sarah MacKinnon	Councillor	Ticket Peace Medal event	26.07											
Bernard Murphy	Deputy Mayor	Ticket Peace Medal event	26.07											
			2,563.87	810.81	-		392.43	60.00	60.00	120.00	2.50	613.80	-	-

Notes:

Travel expenses include, but are not limited to accommodations, transportation and incidentals

Professional development expenses include, but are not limited to course registration fees

Business purpose of an expense include, but are not limited to: confernces, 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.

Total Claim: 4,623.41