

Model Municipal Expense Reporting Form

Claimant's Name: **Town of Westville**
 Claimant's Title: _____
 Date expense report posted: **April to June 2021**

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 calculated @ 0.4415	Meals				Other Expenses	Paid by Municipality		
								Breakfast	Lunch	Dinner	Other		Credit Card	Invoice	
Linda Brown	CAO	AMA Spring Conference	Registration		333.71		-								333.71
Lennie White	Mayor	NSFM Spring Conference	Registration		234.64		-								234.64
							-								
							-								
							-								
							-								
							-								
							-								
							-								
							-								
							-								
					568.35		-	-	-	-	-	-	-	-	568.35

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: 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.

Total Claim: 568.35