

Model Municipal Expense Reporting Form

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

Claimant's Title: _____

Date expense report posted: **January to March 2023**

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 0.5113	Meals				Other Expenses	Credit Card	Invoice
								Breakfast	Lunch	Dinner	Other			
Lennie White	Mayor	Travel for various meetings in Pictou County Feb 1 - Mar 8				98.00	46.02							46.02
Lennie White	Mayor	Travel for GEM Meeting Hfx				327.00	153.54							153.54
Lennie White	Mayor	DEANS event The Buoys								67.79				67.79
Lennie White	Mayor	Travel for various meetings in Pictou County Mar 8-31				62.00	28.75							28.75
Meghan Bragg	Councillor	NSFM ByLaw Members Meeting				308.00	183.81							183.81
Meghan Bragg	Councillor	DEANS event The Buoys								67.79				67.79
						-	412.12	-	-	135.58	-	-	-	547.70

547.70

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: 547.70