

Model Municipal Expense Reporting Form

Claimant's Name: Town of Westville
 Claimant's Title: _____
 Date expense report posted: July to September 2023

| 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 | Paid by Municipality | | |
|--------------|------------|---|---|------------------------|------------------------------|---------------|-------------------|-----------|-------|--------|-------|-------------------|----------------------|---------|--------|
| | | | | | | | | Breakfast | Lunch | Dinner | Other | | Credit Card | Invoice | |
| Lennie White | Mayor | NSFM Spring Conference | Registration | | 474.28 | | | | | | | | | | 474.28 |
| Meghan Bragg | Councillor | NSFM Spring Conference | Registration | | 474.28 | | | | | | | | | | 474.28 |
| | | | | | 948.56 | | - | - | - | - | - | - | - | - | 948.56 |

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: 948.56

948.56