

## Model Municipal Expense Reporting Form

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

Claimant's Title: \_\_\_\_\_

Date expense report posted: **October to December 2019**

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
Town		Westville New Year's Day Levee Jan2020					-					1,284.29		1,284.29
							-							
Linda Brown	CAO	Dal Continuing Education	Exec Cert Course		3,495.00		-							3,495.00
Linda Brown	CAO	AMANB Membership			96.00		-							96.00
Linda Brown	CAO	ICMA Membership			182.75		-						182.75	
Linda Brown	CAO	Meetings Oct & Nov NG & Truro				141.00	62.25							62.25
							-							
Lennie White	Dep Mayor	PC Chamber of Commerce 2019 Bus Achieve Awards					-			93.86				93.86
Lennie White	Dep Mayor	PC Chamber of Commerce Breakfast mtg					-	20.00						20.00
Lennie White	Dep Mayor	NSFM Conference	Registration		526.43		-							526.43
Lennie White	Dep Mayor	NSFM Conference		Hotel	534.90	310.00	136.87	45.00	40.00	80.00		2.00		838.77
Lennie White	Mayor	REN Conference				110.00	48.57							48.57
Lennie White	Mayor	Feast of Saint Andrew					-			36.27				36.27
					4,835.08		247.68	65.00	40.00	210.13	-	1,286.29	182.75	6,501.44

**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: 6,684.18