

Model Municipal Expense Reporting Form

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

Date Expenses Incurred	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 @ 0.0000	Breakfast	Lunch	Meals		Other	Other Expenses	Paid by Municipality	
									Dinner	Other			Credit Card	Invoice
						-								
						-								
	THERE ARE NO COUNCIL AND CAO EXPENSES FOR THE PERIOD TO REPORT													
						-								
						-								
				-		-	-	-	-		-	-	-	-

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: -