

Model Municipal Expense Reporting Form

Town of Trenton

October to December 2021 - REVISED

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 @ 0.4615	Meals				Other Expenses	Paid by Municipality	
							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
Oct 12 & Nov 10/21	Townsuite remote training	Training		639.52		-							
Oct 6 - Oct 8/21	AMA Fall Conference	Conference Reg'n	Hotel	757.16	312.00	143.99	40.00	25.00	30.00			757.16	238.99
						-							
						-							
						-							
				1,396.68		143.99	40.00	25.00	30.00	-	-	757.16	878.51

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: 1,635.67