

## Model Municipal Expense Reporting Form

**Town of Trenton**

**January - March 2022**

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
THERE ARE NO COUNCIL AND CAO EXPENSES FOR THE PERIOD TO REPORT													
						-							
						-							
						-							
				-		-	-	-	-	-	-	-	-

e, but are not limited to accommodations, transportation and incidentals  
 ent expenses include, but are not limited to course registration fees  
 expense include, but are not limited to: confernces, meetings, municipal events, professional development  
 nsed by an individual to a municipality  
 ired by the MGA to report travel, meals and professional development expenses. Municipalities may choose to report other expenses.

Total Claim: -