

Model Municipal Expense Reporting Form

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

Date: **April - June 2022**

Paid by Municipality

Name & Position	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 @ 0.5113	Meals				Other Expenses	Paid by Municipality	
								Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
A MacDonald, CAO	April 1/22	AMA Rules of Order workshop	Registration		260.72		-							
A MacDonald, CAO	March to May 2022	Attend various meetings in Pictou Co				145.50	74.39							74.39
A MacDonald, CAO	June 9/22	REMO meeting Wellness Centre				11.60	5.93							5.93
A MacDonald, CAO	June 15-17/22	AMA Spring Conference	Registration		417.14	434.00	221.90							639.04
A MacDonald, CAO	June 15-17/22	AMA Spring Conference		Hotel	324.91		-						324.91	
							-							
							-							
							-							
					1,002.77		302.23						324.91	980.08

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: 1,304.99