

Model Municipal Expense Reporting Form

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

Date: **January - March 2023**

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	Dec to Feb 2023	Attend various meetings in Pictou Co				129.80	66.37								66.37
							-								
							-								
							-								
							-								
					-		66.37							-	66.37

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: 66.37