

## Model Municipal Expense Reporting Form

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

Date: **January - March 2024**

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 @ 0.5770	Meals				Other Expenses	Paid by Municipality	
								Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
A Grover, CAO	December - March	Attend various meetings in Pictou Co				436.90	252.09							
A Grover, CAO	February 2024	PC Chamber of Commerce AGM								52.15			52.15	
A Grover, CAO	November 2023	Peace Medal Breakfast						26.07					26.07	
A Grover, CAO	March 2024	DEANS Buoys Gala Event								67.79			67.79	
A Grover, CAO	March 2024	International Women's Day luncheon							25.00					25.00
N LeBlanc, Councillor	March 2024	DEANS Buoys Gala Event								67.79			67.79	
					-		-							
							252.09		26.07	25.00	187.73		-	-
													213.80	277.09

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: 490.89