

Model Municipal Expense Reporting Form

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

Date: **April - June 2023**

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	Mar to Jun 2023	Attend various meetings in Pictou Co				212.20	108.50								
A MacDonald, CAO	May 2023	Mental Health Training - Truro	Registration		130.36	126.80	64.82								108.50
A MacDonald, CAO	June 2023	AMA Spring Conference - Truro	Registration		391.07	379.20	193.88								195.19
							-								584.95
H Hughes-Head, Councillor		DEANS Gala Apr 28/23					-					67.79			67.79
N Leblanc - Councillor		DEANS Gala Apr 28/23					-					67.78			67.78
							-								
					521.43		367.21								
								-	-	-		135.57			
														-	1,024.21

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: 1,024.21