

Model Municipal Expense Reporting Form

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

Date: **October - December 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 @ 0.5770	Meals				Other Expenses	Paid by Municipality		
								Breakfast	Lunch	Dinner	Other		Credit Card	Invoice	
A Grover, CAO	July - November	Attend various meetings in Pictou Co				143.60	82.86							82.86	
A Grover, CAO	Oct 17-20/2023	AMA Fall Conference (3 nights)		Hotel	447.08	750.00	432.75	63.41	11.47	19.32			510.49	463.54	
A Grover, CAO	Nov 7/2023	NSFM Policing Session, Halifax				322.00	185.79		14.59					200.38	
							-								
					447.08		701.40	63.41	26.06	19.32		-	-	510.49	746.78

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: 1,257.27