

Model Municipal Expense Reporting Form

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

Date: **April - June 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 @ 0.5838	Meals				Other Expenses	Paid by Municipality	
								Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
A Grover, CAO	April - June	Attend various meetings in Pictou Co				297.20	157.34							
A Grover, CAO	May 2024	Police meeting Truro				140.40	74.33							157.34
A Grover, CAO	May 2024	AMA Spring Conference		Hotel	375.43	187.80	99.43							74.33
A Grover, CAO	May 2024	AMA Spring Conference	Registration		464.07							36.50		474.86
A Grover, CAO	May 2024	Low Carbon Leadership Conf	Registration		29.22								29.22	500.57
A Grover, CAO	June 2024	Rules of Order training Bridgewater	Registration		365.00	486.00	257.30							622.30
S Cotter, Councillor	May 2024	NSFM Spring Conference		Hotel	279.87	400.00	212.07	50.04		35.55			279.87	297.66
S Cotter, Councillor	May 2024	NSFM Spring Conference	Registration		552.52									552.52
N LeBlanc, Councillor	March 2024	International Women's Day							25.00					25.00
					2,066.11		800.47	50.04	25.00	35.55	36.50	-	309.09	2,704.58

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: 3,013.67