Model Municipal Expense Reporting Form

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

Date: **July - September 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	July - September	Attend various meetings in Pictou Co				204.80	108.72							108.72
A Grover, CAO	July 2024	Leadership/Problem Solving workshop	Registration		104.29									104.29
A Grover, CAO	August 2024	Working Mind Training	Registration		52.14									52.14
A Grover, CAO	August 2024	NS Police Chiefs Governance Conf	Registration		272.05	492.00	261.20		10.75	41.15				585.15
A Grover, CAO	August 2024	NS Police Chiefs Governance Conf		Hotel	400.72									400.72
A Grover, CAO	July 2024	AMA Fall Conference	Registration		464.07									464.07
A Grover, CAO	Sept 2024	AMA Fall Conference		Hotel	836.39	352.00	186.74							1,023.13
A Grover, CAO	Sept 2024	Low Carbon Leadership Conf				126.60	67.21							67.21
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					2,129.66		623.87	-	10.75	41.15	-	-	-	2,805.43

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: 2,805.43