

Model Municipal Expense Reporting Form

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

Date: **October - December 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	October	Attend various meetings in Pictou Co				118.40	63.04							63.04
A Grover, CAO	October 2024	Coastal Protection Meeting				124.60	65.96							65.96
A Grover, CAO	October 2025	First Aid Training	Registration		67.10									67.10
A Grover, CAO	November 2024	New Councillor Orientation		Hotel/Parkin	263.94	322.00	170.46	24.49	-	23.09				481.98
A Dove, Mayor	November 2024	New Councillor Orientation		Hotel/Parkin	330.13	322.00	170.46	18.13		27.22	2.26	Bridge	303.01	245.19
S Cameron, Dep Mayor	November 2024	New Councillor Orientation		Hotel/Parkin	330.13	322.00	170.46	18.13		27.22	2.26	Bridge	303.01	245.19
N Leblanc, Councillor	November 2024	New Councillor Orientation		Hotel/Parkin	303.01	320.00	169.41						303.01	169.41
S MacKinnon, Councillor	November 2024	New Councillor Orientation		Hotel/Parkin	330.13			18.13		54.44			303.01	99.69
D Cullen, Councillor	November 2024	New Councillor Orientation		Hotel/Parkin	326.59	322.00	170.46	18.13		27.22			303.01	239.39
A Dove, Mayor	November 2024	NSFM Conference	Registration		839.29	334.00	176.83	36.27		19.81	2.26	Bridge		1,074.46
A Dove, Mayor	November 2024	NSFM Conference		Hotel/Parkin	630.03									630.03
A Dove, Mayor	December 2024	Rules of Order	Registration		365.00									365.00
D Cullen, Councillor	December 2024	Rules of Order	Registration		365.00									365.00
S MacKinnon, Councillor	December 2024	Rules of Order	Registration		365.00									365.00
A Dove, Mayor	December 2024	Chamber of Commerce achievement awards									90.00			90.00
S MacKinnon, Councillor	January 2025	Code of Conduct training (for Mayor & 3 councillors)				132.00	69.88							69.88
					4,515.35		1,226.96	133.28	-	179.00	96.78	-	1,515.05	4,636.32

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: 6,151.37