

Model Municipal Expense Reporting Form

Claimant's Name: **Town of Trenton**
 Date: **January - March 2025**

| 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 | Nov2024-Mar2025 | Attend various meetings in Pictou Co | | | | 358.60 | 189.85 | | | | | | | | 189.85 |
| A Grover, CAO | November 2024 | PNS Storm Water/Infrastructure Needs | | | | 119.40 | 63.21 | | | | | | | | 63.21 |
| A Grover, CAO | January 2025 | Code of Conduct training | | | | 139.20 | 73.70 | | | | | | | | 73.70 |
| A Grover, CAO | February 2025 | Regional Orientation | | | | | | | 35.41 | | | | | | 35.41 |
| A Grover, CAO | February 2025 | International Women's Day | | | | | | | 25.00 | | | | | | 25.00 |
| A Grover, CAO | March 2025 | AMA Verbal De-escalation Training | | | | 118.00 | 62.47 | | | | | | | | 62.47 |
| A Grover, CAO | March 2025 | AMA Spring Conference hotel deposit | | Hotel | 312.15 | | | | | | | | 312.15 | | - |
| A Grover, CAO | March 2025 | Procurement 101 training | Registration | | 103.24 | | | | | | | | | | 103.24 |
| A Grover, CAO | March 2025 | Chamber of Commerce AGM | | | | | | | | 52.20 | | | 52.20 | | - |
| A Grover, CAO | March 2025 | DEANS Buoys | | | | | | | | 73.10 | | | 73.10 | | - |
| A Dove, Mayor | February 2025 | Regional Orientation | | | | | | | 35.41 | | | | | | 35.41 |
| A Dove, Mayor | March 2025 | DEANS Buoys | | | | | | | | 73.10 | | | 73.10 | | - |
| A Dove, Mayor | Nov2024-Mar2025 | Attend various meetings in Pictou Co | | | | 301.00 | 159.35 | | | | | | | | 159.35 |
| S Cameron, Dep Mayor | February 2025 | Regional Orientation | | | | | | | 35.41 | | | | | | 35.41 |
| S Cameron, Dep Mayor | March 2025 | DEANS Buoys | | | | | | | | 73.10 | | | 73.10 | | - |
| N Leblanc, Councillor | February 2025 | Regional Orientation | | | | | | | 35.41 | | | | | | 35.41 |
| N Leblanc, Councillor | February 2025 | International Women's Day | | | | | | | 25.00 | | | | | | 25.00 |
| S MacKinnon, Councillor | February 2025 | Regional Orientation | | | | | | | 35.41 | | | | | | 35.41 |
| | | | | | | | | | | | | | | | - |
| | | | | | | 415.39 | | 548.58 | - | 227.05 | 271.50 | - | - | 583.65 | 878.87 |

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: 1,462.52