

### Model Municipal Expense Reporting Form

Claimant's Name: **Town of Trenton**  
 Date: **April - June 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 @ 0.5932	Meals				Other Expenses	Paid by Municipality		
								Breakfast	Lunch	Dinner	Other		Credit Card	Invoice	
A Grover, CAO	Apr - Jun 9 / 2025	Attend various meetings in Pictou Co				239.40	125.21								
A Grover, CAO	May 2025	AMA Spring Conference	Registration		472.55									-	125.21
A Grover, CAO	May 2025	AMA Spring Conference		Hotel	295.69	596.00	309.41	30.47		26.25				-	472.55
A Grover, CAO	Mar 2025	De-escalation training	Registration		104.29									-	661.82
A Grover, CAO	Sept 2025	Property Tax Conference	Registration		604.86									604.86	-
A Grover, CAO	Sept 2025	Property Tax Conference		Hotel	328.78									328.78	-
A Grover, CAO	May 2025	NSAPG Meeting Truro				126.60	68.22							-	68.22
A Grover, CAO	Jun 2025	Fed of PEI Munic - G McIntosh workshop	Registration		78.21	212.00	114.69				91.00	Ferry		91.00	192.90
A Grover, CAO	Jun 2025	Fed of PEI Munic - G McIntosh workshop		Hotel	279.78				22.71	27.25				-	329.74
A Grover, CAO	Jun 2025	NSFM - Truro				127.40	68.22							-	68.22
A Grover, CAO	May 2025	P Dunn Night of Appreciation										50.00		-	50.00
A Dove, Mayor	May 2025	P Dunn Night of Appreciation										50.00		-	50.00
A Dove, Mayor	Jun 2025	NSFM Registration			550.25									-	550.25
D Cullen, Councillor	May 2025	FCM Conference - Ottawa	Registration	Hotel dep	1,573.16									1,573.16	-
D Cullen, Councillor	May 2025	FCM Conference - Ottawa		Hotel	1,283.38			36.67					93.80	-	1,413.85
D Cullen, Councillor	May 2025	FCM Conference - Ottawa		Flight	627.08	263.00	142.17							-	769.25
D Cullen, Councillor	May 2025	P Dunn Night of Appreciation										50.00		-	50.00
					6,198.03		827.92	67.14	22.71	53.50	334.80	-		2,597.80	4,906.30

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: 7,504.10