

Model Municipal Expense Reporting Form

Claimant's Name: **Town of Trenton**
 Date: **October 2025 - March 31, 2026**

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	May, 2025	Reimbursement accomodations AMA Spring conference													
G Joseph, CAO	Oct 15-17, 2025	Chiefs of Police Fall conference Digby Pines, NS	Registration		307.20	363.00	188.89							307.20	(414.05)
G Joseph, CAO	October	meetings in Pictou County		Hotel	542.36	46.20	32.25						542.36		32.25
G Joseph, CAO	November	AMANS virtual records mgmt workshop	Registration		271.54									271.54	
G Joseph, CAO	November	AMANS Harassment Prevention training Port Hawkesbury	Registration		271.54									271.54	
G Joseph, CAO	November 4-7, 2025	NSFM Fall conference, Halifax	Registration		783.90										783.90
A Dove, Mayor	November 4-7, 2025	NSFM Fall conference, Halifax	Registration	Hotel	1,162.76			20.00		26.15			1,208.91		
A Dove, Mayor	August25-February26	meetings in Pictou county		Hotel	783.90	324.00	175.11	36.44	1.56	49.15					783.90
A Dove, Mayor	March 30, 2026	NSFM - Meetings That Matter	Registration		701.39	358.00	193.36								963.65
D Cullen, Councillor	November 4-7, 2025	NSFM Fall conference, Halifax	Registration		285.61										193.36
D Cullen, Councillor	March 30, 2026	NSFM - Meetings That Matter	Registration		285.61										285.61
S MacKinnon, Councillor	March 30, 2026	NSFM - Meetings That Matter	Registration		285.61										285.61
					8,029.22		764.76	56.44	1.56	75.30	-	(414.05)	2,601.55	5,911.68	

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: 8,513.23