Town of Stewiacke Expense Reporting Form

Claimant's Name: **Wendy Robinson**

Claimant's Title: **Mayor Town of Stewiacke**

Date expense report posted **April 2017 - January 2018**

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 @.45 0.4500	Meals: Breakfast	Meals: Lunch	Meals: Dinner	Meals: Other	Other Expenses	Paid by Municipality: Credit Card	Paid by Municipality: Invoice
04/18/17	Travel to Halifax - Volunteer Awards		Mileage		140.00	63.00							
04/21/17	Travel to Truro - Newspaper Interview		Mileage		60.00	27.00							
04/20/17	Travel to Truro - Supplies for Office		Mileage		60.00	27.00				Staples	27.39		
05/10/17	Travel to Truro - Chamber Breakfast		Mileage		60.00	27.00							
05/12/17	Travel to Elmsdale - Rhubarb Festival Posters		Mileage		120.00	54.00							
05/16/17	Travel to Truro - REMO		Mileage		60.00	27.00							
05/21/17	Art Piece for the Town									Winding River Art Gallery	110.00		
05/27/17	Travel to Truro - Lions Club Dinner		Mileage		60.00	27.00							
05/30/17	Travel to Truro - Rhubarb Festival Banners		Mileage		60.00	27.00							
05/31/17	Travel to Truro - Rhubarb Festival Banners		Mileage		60.00	27.00							
06/01/17	Travel to Truro - Rhubarb Festival Banners		Mileage		60.00	27.00							
06/05/17	Travel to Truro - United Way Meeting		Mileage		60.00	27.00							
06/06/17	Rhubarb Festival Pie Supplies Travel to Truro		Mileage		60.00	27.00				TRA	128.37		
06/10/17	Gas Card for Rhubarb Festival Pie Lady					-					50.00		
06/16/17	Travel to Truro - Town Days Supplies		Mileage		60.00	27.00				Fabricville	72.39		
06/23/17	Travel to Truro - Chamber Pep Rally		Mileage		60.00	27.00				Dollarama	118.74		
07/13/17	Travel to Truro - Meet Ed Chamber		Mileage		60.00	27.00		23.55		Lunch with Ed Chamber			
07/17/17	Travel to Truro - Poster for Playground		Mileage		60.00	27.00				Staples	36.78		
07/28/17	Lunch with Patrick Hartling - Transistion Committee					-				Whistlers	60.83		
07/30/17	Travel to Truro - Town Days Supplies		Mileage		60.00	27.00				Walmart/ Dollarama	27.60		
08/09/17	CAO Going Away Party					-				Dollarama/Walmart/	741.72		
08/12/17	Travel to Truro - Supplies for party		Mileage		60.00	27.00				Superstore/ Canada Post	126.66		
08/21/17	Travel to Truro - Alton Gas Meetings		Mileage		60.00	27.00							
08/22/17	Travel to Truro - NSPE Opening		Mileage		60.00	27.00							
09/08/17	Travel to Truro - Highland Games		Mileage		60.00	27.00							
09/09/17	Travel to Truro - Highland Games		Mileage		60.00	27.00							
09/16/17	Travel to Bible Hilll - Deliver Fruitbasket		Mileage		60.00	27.00							
09/20/17	Travel to Truro - Lights		Mileage		60.00	27.00				Canadian Tire	57.45		
09/25/17	Travel to Truro - Meeting		Mileage		60.00	27.00				Walmart	57.48		
10/8/2017	Travel to Truro - TDN Meet and Greet		Mileage		60.00	27.00							
10/9/2017	Travel to Truro - NSCC Luncheon		Mileage		60.00	27.00							
10/20/2017	Travel to Baddeck - Seminar Infrastructure		Mileage		570.00	256.50				Inverary Resort & Ceilidh	164.22		
10/23/2017	Travel to Brookfield - Alton Gas Meeting		Mileage		30.00	13.50							
11/8/2017	Travel to UNSM Conference		Mileage		140.00	63.00				Parking	11.30		
11/13/2017	Tree Decorating/ Xmas Ornaments									Dollarama/Sobeys/walmar	140.53		
11/24/2017	Travel to Truro - Mayors Lunch		Mileage		60.00	27.00		65.00					
11/28/2017	Travel to Truro - NS Health Authority		Mileage		60.00	27.00				Xmas Party Supplies	11.50		
12/12/2017	Lunch for Transition Committee					-		24.64		Tim Hortons			
1/9/2018	Travel to Truro Meeting Charles Thompson		Mileage		60.00	27.00				Bistro On Prince	78.03		
1/12/2018	Travel to Truro - Chamber meeting		Mileage		60.00	27.00							
1/18/2018	Travel to Ellershouse Happy Communities		Mileage		180.00	81.00							
1/21/2018	Travel to Truro Nan Harvey Retirement		Mileage		60.00	27.00							
1/22/2018	Travel to Truro Janet Pelly Retirement		Mileage		60.00	27.00							
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						-							
						-							
				-		1,368.00	-	113.19	-	-	2,020.99	-	-

Total Claim: 3,502.18

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.