



## Town of Stewiacke Expense Claim

Claimant's Name:	Mary Commo
Claimant's Title:	Councillor
Date expense report posted	April - June 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 @  0.4500	Meals				Other Expenses	Credit Card	Invoice
							Breakfast	Lunch	Dinner	Other			
04/06/18	Waste Management Meeting Elmsdale		Mileage		48.00	21.60							
04/19/18	Code of Conduct Seminar - Truro		Mileage		52.00	23.40							
04/23/18	DMO - Truro		Mileage		52.00	23.40							
04/28/18	Adopt a Highway Seminar - Debert		Mileage		96.00	43.20							
05/07/18	Meeting with Shelburne Mayor, CAO Social Media		Mileage		268.00	120.60		123.05		5 People			
05/25/18	Waste Management Amherst		Mileage		290.00	130.50				Toll Booth	8.00		
					-	-							
					-	-							
					-	-							
					-	-							
				-	806.00	362.70	-	123.05	-	-	8.00	-	-

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:	493.75
	Less amount paid directly by municipality:	-
		493.75
		-
	<b>Balance Due (Owed):</b>	<b>493.75</b>