



Town of Stewiacke Expense Reporting Form

Claimant's Name: **Wendy Robinson**

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

Date expense report posted: **July 2018 - September 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	Meals				Other Expenses	Paid by Municipality	
							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
						0.4500							
07/16/18	Stewiacke - Debert Physician Meeting		Mileage		90.00	40.50							
07/20/18	Halifax - Town Day Supplies		Mileage		120.00	54.00							
07/20/18	Town Days Supplies					-					231.71		
09/04/18	Truro - Talk about Skate Park, Order Remembrance Banners		Mileage		60.00	27.00							
09/08/18	Opening Colchester Highland Games		Mileage		60.00	27.00							
09/09/18	Closing Colchester Highland Games		Mileage		60.00	27.00							
10/05/18	Truro - Sid Sell Signs Remembrance Day Banners		Mileage		60.00	27.00							
10/15/18	Alotn Gas Meeting Truro		Mileage		60.00	27.00							
10/19/18	Truro Sid Sells Signs Pick up Banners		Mileage		60.00	27.00							
						-							
						256.50					231.71		

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: 488.21