



Town of Stewiacke Expense Reporting Form

Claimant's Name: **Wendy Robinson**
 Claimant's Title: **Mayor Town of Stewiacke**
 Date expense report posted: **April 2018 - 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 @.45 | Meals | | | | Other Expenses | Paid by Municipality | |
|------------------------|---|---------------------------------------|---------------------|---------------------------|------------|-------------------------|-----------|-------|--------|---------|----------------|----------------------|---------|
| | | | | | | | Breakfast | Lunch | Dinner | Other | | Credit Card | Invoice |
| | | | | | | 0.4500 | | | | | | | |
| April 16/2018 | Volunteer Awards Lunch | | Mileage | | 160.00 | 72.00 | | | | | | | |
| May 8/2018 | Truro - REMO Meeting | | Mileage | | 60.00 | 27.00 | | | | | | | |
| May 9/ 2018 | Truro - Chamber Breakfast | | Mileage | | 60.00 | 27.00 | | | | | | | |
| May 11/2018 | Truro - Sid Sell Signs drop off Rhubarb Festival Banner | | Mileage | | 60.00 | 27.00 | | | | | | | |
| May 29/2018 | Truro - Sid Sell Signs pick up Rhubarb Festival Banner | | Mileage | | 60.00 | 27.00 | | | | | | | |
| June 1/ 2018 | Halifax - FCM Conference | | Mileage | | 140.00 | 63.00 | | | | Parking | 20.00 | | |
| June 2/ 2018 | Halifax - FCM Conference | | Mileage | | 140.00 | 63.00 | | | | | | | |
| June 3/ 2018 | Halifax - FCM Conference | | Mileage | | 140.00 | 63.00 | | | | | | | |
| June 7/ 2018 | Truro - Rhubarb Festival Errands | | Mileage | | 60.00 | 27.00 | | | | | | | |
| | | | | | | - | | | | | | | |
| | | | | | - | 396.00 | | | | | 20.00 | | |

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: 416.00