



## Town of Stewiacke Expense Claim

Claimant's Name:	<b>Douglas Bak</b>
Claimant's Title:	<b>CAO</b>
Date expense report posted	<b>April - June 2018</b>

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			
06/20/18	REN & PAB Truro		Mileage		63.00	28.35							
06/26/18	Recreation Meeting Truro		Mileage		63.00	28.35							
						-							
				-		-							
				-	126.00	56.70							

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: confrences, 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:	56.70
Less amount paid directly by municipality:	-
	56.70
	-
<b>Balance Due (Owed):</b>	<b>56.70</b>