



Date Expense Incurred mm/dd/yy	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Net Amount	Professional Development Expense HST	Other Expenses Net Amount	Other Expense HST	Tips on Meals	kms driven	Mileage calculated @  0.5113	Meals - HST included		
									Breakfast	Lunch	Dinner

I certify that the amounts claimed in this request are accurate, in accordance with municipal policy, and were incurred while conducting municipal business.

Total Claim: 831.93  
Less amount paid directly by municipality: 477.71

Reid Whynot, Councillor  
*Print name and position* *Signed*

**\*APPROVED by:**  
 Tom MacEwan, CAO  
*Print Name and Position* *Signed*

*Print Name and Position* *Signed*

**Balance due (owed): 354.22**

*Notes:*  
 Other expenses include, but are not limited to accommodations, transportation, tips on meals 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  
 \*By approving and signing this expense claim, approvers are attesting that the claim abides by municipal expense policies to the best of their knowledge

**ACCOUNT DISTRIBUTION**

HST on Expenses	62.30	Total Balance due
HST on Mileage		
HST on Meals		
Other HST	62.30	
<b>TOTAL HST</b>	<b>62.30</b>	

	Account Number	Amount	Account Number	Amount
Mileage	01-2111113-114	304.22		
Expenses	01-2111113-115			
Tips		-		