Municipality of the District of Lunenburg Municipal Expense Claim

Claimant's Name: **Kevin Malloy**

Claimant's Title: **CAO**
Period Covered **Sep-18**

Date Expense Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Amount	Travel Expense Amount	Tips on Meals	kms driven	Mileage calculated @ 0.4400	Meals: Breakfast	Meals: Lunch	Meals: Dinner	*Other Expenses	Paid by Municipality: Credit Card	Paid by Municipality: Invoice	Notes
	Partners for Progress Conference	-	-							-	-	-	-
	Sep 5-6, 2018 Digby NS	-	-							-	-	-	-
09-05-18	Travel to & From Digby	-	-		264.00	116.16				-	-	-	-
	Fundy Restaurant - Digby	-	-	6.42					18.40	-	-	-	-
09-06-18	Digby Pines Resort	-	161.00							-	-	-	#REF!
		-	-							-	-	-	-
09-21-18	Develop NS Meeting - Halifax	-	-							-	-	-	-
	Purdy's Wharf Parkade - Parking	-	9.00							-	-	-	-
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		-	170.00	6.42		116.16	-	-	18.40	-	-	-	

Total Expenses: **310.98**
Less amount paid directly by municipality: -

310.98

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.**