

COUNCIL AND CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name Mike Bartlett
 Title Councilor
 Date Nov-17

Date Expenses Incurred	Business Purpose of Expense (must include (if applicable) date of travel & destination)	EXPENSE TYPE i.e. Meals, Hotel, Mileage, Conference Registration, Training Course Fee, Parking, Other - Specify	KMS Driven	Milage Calculated @ \$0.4289	Meals			Hotel	Other Expenses	Total Expense (\$)
					Breakfast	Lunch	Dinner			
Nov 7-10th 2017	UNSM Halifax	Mileage	500	\$ 214.45						214.45
Nov 7-10th 2017	UNSM Halifax	Meals (X2)					54.00			54.00
Nov 7-10th 2017	UNSM Halifax	Hotel					517.29			517.29
11/17/2017	UNSM Halifax	Conf. Registration						428.25		428.25
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TOTAL										\$ 1,213.99

****Alcohol cannot be expenses by an individual to the Town of Digby**