

COUNCIL AND CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name Mike Bartlett
 Title Councilor
 Date Jan-18

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			
Jan 10-12th 2018	Elected Officials Financial Management Training	Mileage	500	\$ 214.45						\$ 214.45
10-Jan-18	Management Training	Meal		-			27.00			27.00
11-Jan-18	Management Training	Meal		-	20.00					20.00
11-Jan-18	Management Training	Meal		-			27.00			27.00
12-Jan-18	Management Training	Meal		-	13.00					13.00
Jan 10 to 11th 2018	Management Training	Hotel		-			302.64			302.64
12-Dec-17	Management Training	Registration		-				517.50		517.50
TOTAL										\$ 1,121.59

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