

COUNCIL AND CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name Mike Bartlett
 Title Councilor
 Date Nov-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 @ \$0.4415	Meals			Hotel	Other Expenses	Total Expense (\$)
					Breakfast	Lunch	Dinner			
Nov 6-9 2018	NSFM Conference	Hotel		\$ -				\$ 436.40		\$ 436.40
Nov 6-9 2018	NSFM Conference	Meal		-	39.00					93.00
Nov 6-9 2018	NSFM Conference	Mileage	500	220.75						220.75
Nov 6 to Nov 9	NSFM Conference	Registration		-					115.68	115.68
										-
TOTAL										\$ 865.83

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