# COUNCIL AND CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

**Claiment's Name** Ben Cleveland
**Title** Mayor
**Date** Mar-24

| | | | | | Meals | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **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 $0.577/km ($)** | **Breakfast** | **Lunch** | **Dinner** | **Hotel** | **Other Expenses** | **Total Expense ($)** |
| 21-Mar-24 | Library Meeting Yarmouth | Mileage | 210 | $ 121.17 | | | | | | $ 121.17 |
| 1-Mar-24 | NSFM Spring Conf | Hotel | | | | | | 153.99 | | 153.99 |
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| | | | | | | | | | **TOTAL** | **$ 275.16** |

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

Form version: as amended Nov 21, 2017