

COUNCIL AND CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name Ben Cleveland
 Title Mayor
 Date 12/18/2017

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			
November 8-9 2017	UNSM - Halifax	Hotel			\$ 63.83				\$ 531.31	\$ 595.13
11/8/2017	UNSM - Halifax	Meal					17.24			\$ 17.24
11/7/2017	UNSM - Halifax	Meal					21.16			\$ 21.16
11/17/2017	UNSM - Halifax	Conf. Registration						428.25		\$ 428.25
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TOTAL									\$ 1,061.78	

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