CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claiment's Name E. Tom Ossinger
Title Chief Administrative Officer
Date 7-Oct-19

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 @ $0.4415	Meals: Breakfast	Meals: Lunch	Meals: Dinner	Hotel	Other Expenses	Total Expense ($)
2/10/2020	Waste Check Authority Meeting - Clare	Mileage	110	$ 48.57	$ -	$ -	$ -	$ -	$ -	$ 48.57
				$ -	$ -	$ -	$ -		$ -	$ -
				$ -	$ -	$ -	$ -	-	$ -	$ -
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				$ -						$ -
				$ -						$ -
				$ 48.57	$ -	$ -	$ -	$ -	$ -	
									TOTAL	**$ 48.57**

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

Form version: as amended Nov 21, 2017