

# CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name E. Tom Ossinger  
 Title Chief Administrative Officer  
 Date 30-Oct-21

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 @ \$0.4670	Meals			Hotel	Other Expenses	Total Expense (\$)
					Breakfast	Lunch	Dinner			
9/10/2021	AMA Fall Conference - Dartmouth NS	Conference Registration		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 552.00	\$ 552.00
10/5/2021	AMA Fall Conference - Dartmouth NS	Mileage	470	\$ 219.49	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 219.49
10/8/2021	AMA Fall Conference - Dartmouth NS	Hotel		\$ -			404.70			\$ 404.70
10/5/2021	AMA Fall Conference - Dartmouth NS	Meals		\$ -	\$ -	\$ -	\$ 45.00	\$ -	\$ -	\$ 45.00
10/6/2021	AMA Fall Conference - Dartmouth NS	Meals		\$ -	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ 20.00
10/7/2021	AMA Fall Conference - Dartmouth NS	Meals		\$ -	\$ 20.00		\$ -	\$ -	\$ -	\$ 20.00
10/8/2021	AMA Fall Conference - Dartmouth NS	Meals		\$ -	\$ 20.00	\$ 20.00	\$ -	\$ -	\$ -	\$ 40.00
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				\$ -						\$ -
				\$ 219.49	\$ 60.00	\$ 20.00	\$ 45.00	\$ 404.70	\$ 552.00	

**TOTAL \$ 1,301.19**

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