

CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name E. Tom Ossinger
 Title Chief Administrative Officer
 Date 20-Jun-22

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			
5/16/2022	Business Lunch meeting with Auditors	Meals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64.84	\$ 64.84
5/26/2022	AMA Spring Conference - Western Shore NS	Conference Registration		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525.00	\$ 525.00
6/15/2022	AMA Fall Conference - Dartmouth NS	Mileage	305	\$ 142.44						\$ 142.44
6/15/2022	AMA Fall Conference - Dartmouth NS	Hotel		\$ -	\$ -	\$ -	\$ -	\$ 356.50	\$ -	\$ 356.50
6/15/2022	AMA Fall Conference - Dartmouth NS	Meals		\$ -		\$ -	\$ 45.00	\$ -	\$ -	\$ 45.00
6/16/2022	AMA Fall Conference - Dartmouth NS	Meals		\$ -	\$ 20.00		\$ -	\$ -	\$ -	\$ 20.00
6/17/2022	AMA Fall Conference - Dartmouth NS	Meals		\$ -	\$ 20.00	\$ 20.00	\$ -	\$ -	\$ -	\$ 40.00
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				\$ 142.44	\$ 40.00	\$ 20.00	\$ 45.00	\$ 356.50	\$ 589.84	
TOTAL									\$ 1,193.78	

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