

CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name E. Tom Ossinger
 Title Chief Administrative Officer
 Date 3-Oct-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 @ \$0.5113 | Meals | | | Hotel | Other Expenses | Total Expense (\$) |
|------------------------|---|--|------------|------------------------------|-----------|----------|----------|-----------|----------------|--------------------|
| | | | | | Breakfast | Lunch | Dinner | | | |
| 8/22/2022 | AMA Fall Conference - Sydney NS | Conference Registration | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 580.75 | \$ 580.75 |
| 9/20/2022 | AMA Fall Conference - Sydney NS | Mileage | 1,225 | \$ 626.34 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 626.34 |
| 9/20/2022 | AMA Fall Conference - Sydney NS | Hotel (3 nights) | | \$ - | \$ - | \$ - | \$ - | 489.15 | \$ - | \$ 489.15 |
| 9/20/2022 | AMA Fall Conference - Sydney NS | Meals | | \$ - | \$ - | \$ 20.00 | \$ 45.00 | \$ - | \$ - | \$ 65.00 |
| 9/21/2022 | AMA Fall Conference - Sydney NS | Meals | | \$ 20.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20.00 |
| 9/22/2022 | AMA Fall Conference - Sydney NS | Meals | | \$ 20.00 | \$ - | | \$ - | \$ - | \$ - | \$ 20.00 |
| 9/23/2022 | AMA Fall Conference - Sydney NS | Meals | | \$ 20.00 | \$ - | \$ 20.00 | \$ - | \$ - | \$ - | \$ 40.00 |
| | | | | \$ - | \$ - | | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | \$ - | | | \$ - | | | \$ - |
| | | | | \$ - | | | | \$ - | | \$ - |
| | | | | \$ - | - | - | - | - | - | \$ - |
| | | | | \$ - | - | - | - | - | - | \$ - |
| | | | | \$ - | - | - | - | - | - | \$ - |
| | | | | \$ - | - | - | - | - | - | \$ - |
| | | | | \$ 686.34 | \$ - | \$ 40.00 | \$ 45.00 | \$ 489.15 | \$ 580.75 | |

TOTAL \$ 1,841.24

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