

CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name E. Tom Ossinger
 Title Chief Administrative Officer
 Date _____

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	Mileage Calculated @ \$0.5113	Meals			Hotel	Other Expenses	Total Expense (\$)
					Breakfast	Lunch	Dinner			
2022-10-09	NSFM Annual Conference	Registration		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 695.75	\$ 695.75
2022-01-04	NSFM Annual Conference	Hotel		\$ -	\$ -	\$ -	\$ -	\$ 685.17	\$ -	\$ 685.17
2022-11-01	NSFM Annual Conference	Meals		\$ -	\$ -	\$ -	\$ 45.00			\$ 45.00
2022-11-02	NSFM Annual Conference	Meals		\$ -	\$ -	\$ -	\$ 45.00	\$ -	\$ -	\$ 45.00
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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				\$ -					\$ -	\$ -
				\$ -	\$ -	\$ -	\$ 90.00	\$ 685.17	\$ 695.75	

TOTAL \$ 1,470.92

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