CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

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

					Meals					
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 @ $0.5113**	**Breakfast**	**Lunch**	**Dinner**	**Hotel**	**Other Expenses**	**Total Expense ($)**
2022-12-07	AMA Regional Meeting - Argyle	mileage	228	$ 116.58	$ -	$ -	$ -	$ -	$ -	$ 116.58
2022-12-07	AMA Regional Meeting - Argyle	meals		$ -	$ -	$ 20.00	$ -	$ -	$ -	$ 20.00
				$ -	$ -	$ -	$ -	-	$ -	$ -
				$ -	$ -	$ -	$ -	$ -	$ -	$ -
				$ -	$ -	$ -	$ -	$ -	$ -	$ -
				$ -	$ -		$ -	$ -	$ -	$ -
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				$ -	-	-	-	-	-	$ -
				$ -	-	-	-	-	-	$ -
				$ -	-	-	-	-	-	$ -
				$ 116.58	$ -	$ 20.00	$ -	$ -	$ -	$ 136.58
									TOTAL	**$ 136.58**

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

Form version: as amended Nov 21, 2017