

# CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

**Claimant's Name** E. Tom Ossinger  
**Title** Chief Administrative Officer  
**Date** 08-Jun-23

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			
2023-05-29	FCM Conference	Hotel		\$ -	\$ -	\$ -	\$ -	\$ 1,910.50	\$ -	\$ 1,910.50
2023-05-29	FCM Conference	Parking		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90.00	\$ 90.00
2023-05-24	FCM Conference	Meals		\$ -		\$ 20.00	\$ 45.00			\$ 65.00
2023-05-25	FCM Conference	Meals		\$ -	\$ 20.00	\$ 20.00	\$ 45.00	\$ -	\$ -	\$ 85.00
2023-05-27	FCM Conference	Meals		\$ -		\$ -	\$ 45.00	\$ -	\$ -	\$ 45.00
2023-05-29	FCM Conference	Meals		\$ -	\$ 20.00	\$ 20.00	\$ -	\$ -	\$ -	\$ 40.00
2023-05-29	FCM Conference	Travel to from Halifax Airport	468	\$ 239.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 239.29
				\$ -				\$ -		\$ -
				\$ -					\$ -	\$ -
				\$ -	-	-	-	-	-	\$ -
				\$ -	-	-	-	-	-	\$ -
				\$ -	-	-	-	-	-	\$ -
				\$ -	-	-	-	-	-	\$ -
				\$ 239.29	\$ 40.00	\$ 60.00	\$ 135.00	\$ 1,910.50	\$ 90.00	
<b>TOTAL</b>										<b>\$ 2,474.79</b>

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