

# 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 @ \$0.5770	Meals			Hotel	Other Expenses	Total Expense (\$)
					Breakfast	Lunch	Dinner			
					\$ -	\$ -	\$ -	\$ -		
2023-05-23	AMA Spring Conference	Conference Registration		\$ -	\$ -	\$ -	\$ -	\$ 488.75	\$ -	\$ 488.75
2023-06-16	AMA Spring Conference	mileage	590	\$ 340.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 340.55
2023-06-14	AMA Spring Conference	meals		\$ -	\$ -	\$ 20.00	\$ 45.00	\$ -	\$ -	\$ 65.00
2023-06-16	AMA Spring Conference	meals		\$ -	\$ -	\$ 20.00	\$ -	\$ 296.70	\$ -	\$ 316.70
2023-06-16	AMA Spring Conference	Hotel		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ 340.55	\$ -	\$ 40.00	\$ 45.00	\$ 785.45	\$ -	
<b>TOTAL</b>										<b>\$ 1,211.00</b>

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