

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			
2023-03-20	FCM Conference	Registration		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,125.48	\$ 1,125.48
2023-04-05	FCM Conference	Travel (Air Fare)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 796.65	\$ 796.65
May 3-5, 2023	NSFM Spring Workshop	Meals		\$ -	\$ 40.00	\$ 20.00	\$ 40.00			\$ 100.00
				\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
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				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ 40.00	\$ 20.00	\$ 40.00	\$ -	\$ 1,922.13	
TOTAL									\$ 2,022.13	

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