

# 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<br>i.e.<br>Meals, Hotel, Mileage,<br>Conference Registration,<br>Training Course Fee, Parking,<br>Other - Specify | KMS Driven | Mileage Calculated @ \$0.5770 | Meals     |       |          | Hotel | Other Expenses   | Total Expense (\$) |
|------------------------|---|--|------------|-------------------------------|-----------|-------|----------|-------|------------------|--------------------|
|                        |   |  |            |                               | Breakfast | Lunch | Dinner   |       |                  |                    |
| 2023-09-01             | WRR - REMO, CAO- EMC  | meals  |            | \$ -                          | \$ -      | \$ -  | \$ 47.64 | \$ -  | \$ -             | \$ 47.64           |
| 2023-09-15             | AMA Conference - Digby Oct. 17-20/23  | Conference Registration  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ 569.25        | \$ 569.25          |
|                        |   |  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ -             | \$ -               |
|                        |   |  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ -             | \$ -               |
|                        |   |  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ -             | \$ -               |
|                        |   |  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ -             | \$ -               |
|                        |   |  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ -             | \$ -               |
|                        |   |  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ -             | \$ -               |
|                        |   |  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ -             | \$ -               |
|                        |   |  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ -             | \$ -               |
|                        |   |  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ -             | \$ -               |
|                        |   |  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ -             | \$ -               |
|                        |   |  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ -             | \$ -               |
|                        |   |  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ -             | \$ -               |
|                        |   |  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ -             | \$ -               |
|                        |   |  |            | \$ -                          | \$ -      | \$ -  | \$ -     | \$ -  | \$ -             | \$ -               |
| <b>TOTAL</b>           |   |  |            |                               |           |       |          |       | <b>\$ 616.89</b> |                    |

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