CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claiment's Name: E. Tom Ossinger
Title : Chief Administrative Officer
Date : December 4, 2024

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 @ $0.5838 ($)	Meals: Breakfast (no recpt $20) ($)	Meals: Lunch (no recpt $20) ($)	Meals: Dinner (no recpt $45) ($)	Hotel ($)	Other Exp ($)	TOTAL EXP ($)
November 5-6, 2024	Provincial New Council Orientation, Halifax	milage	460	$ 268.55						$ 268.55
November 5, 2024	Provincial New Council Orientation, Halifax	Hotel		$ -				$ 228.93		$ 228.93
November 5, 2024	Provincial New Council Orientation, Halifax	meals		$ -			$ 45.00			$ 45.00
November 6, 2024	Provincial New Council Orientation, Halifax	meals		$ -		$ 20.00				$ 20.00
October 30, 2024	NSFM Confernce Halifax	registration		$ -					$ 862.50	$ 862.50
November 26, 2024	NSFM Confernce Halifax	milage	460	$ 268.55						$ 268.55
November 26, 2024	NSFM Confernce Halifax	meals		$ -			$ 45.00			$ 45.00
November 27, 2024	NSFM Confernce Halifax	meals		$ -			$ 45.00			$ 45.00
November 28, 2024	NSFM Confernce Halifax	meals		$ -		$ 20.00				$ 20.00
November26-28, 2024	NSFM Confernce Halifax	Hotel		$ -				$ 716.80		$ 716.80
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ 537.10	$ -	$ 40.00	$ 135.00	$ 945.73	$ 862.50	$ 2,520.33

Total Claim: $ 2,520.33

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