CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claiment's Name E. Tom Ossinger
Title Chief Administrative Officer
Date 07-Nov-24

					Meals					
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 @ $0.5770**	**Breakfast**	**Lunch**	**Dinner**	**Hotel**	**Other Expenses**	**Total Expense ($)**
August 20, 2024	AMA Fall Conference, Halifax	Registration						$ 584.50	$ 584.50	$ 584.50
September 25, 2024	AMA Fall Conference, Halifax	Hotel		$ -			$ 707.97		$ 707.97	$ 707.97
September 25, 2024	AMA Fall Conference, Halifax	Mileage	460	$ 268.55					$ 268.55	$ 268.55
September 23, 2024	AMA Fall Conference, Halifax	Meals		$ -		$ 45.00			$ 45.00	$ 45.00
September 26, 2024	AMA Fall Conference, Halifax	Meals		$ -	$ 20.00				$ 20.00	$ 20.00
October 24, 2024	CAO Committee - Valley Waste/ Kings Transit, Kentville	Mileage	250	$ 145.95					$ 145.95	$ 145.95
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
									TOTAL	$ 1,771.97

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

Form version: as amended Nov 21, 2017