

# CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name E. Tom Ossinger  
 Title Chief Administrative Officer  
 Date 15-Nov-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	Milage Calculated @ \$0.5770	Meals			Hotel	Other Expenses	Total Expense (\$)
					Breakfast	Lunch	Dinner			
9/1/2023	WRR - REMO, CAO- EMC	meals		\$ -	\$ -	\$ -	\$ 47.64	\$ -	\$ -	\$ 47.64
9/15/2023	AMA Conference - Digby Oct. 17-20/23	Conference Registration		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 569.25	\$ 569.25
10/17/2023	AMA Conference - Digby Oct. 17-20/23	Hotel		\$ -			\$ 532.45			\$ 532.45
11/10/2023	NSFM Conference - Halifax Nov. 7-10, 2023	Hotel		\$ -			\$ 702.59			\$ 702.59
11/7/2023	NSFM Conference - Halifax Nov. 7-10, 2023	meals		\$ -		\$ 20.00	\$ 45.00			\$ 65.00
11/8/2023	NSFM Conference - Halifax Nov. 7-10, 2023	meals		\$ -		\$ 45.00				\$ 45.00
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ 20.00	\$ 137.64	\$ 1,235.04	\$ 569.25	
<b>TOTAL</b>										<b>\$ 1,961.93</b>

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