# CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

**Claiment's Name** CAO Tom Ossinger
**Title** CAO
**Date** June 2024-NIL **No expenses to report**

| 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 $0.5932/km ($) | Meals: Breakfast | Meals: Lunch | Meals: Dinner | Hotel | Other Expenses | Total Expense ($) |
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****Alcohol cannot be expenses by an individual to the Town of Digby**

Form version: as amended Nov 21, 2017