

# CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

**Claimant's Name:** E. Tom Ossinger  
**Title :** Chief Administrative Officer  
**Date :** November 10, 2025

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	Mileage Calculated @ \$0.5932 (\$)	Meals			Hotel (\$)	Other Exp (\$)	TOTAL EXP (\$)
					Breakfast (no recpt \$20) (\$)	Lunch (no recpt \$20) (\$)	Dinner (no recpt \$45) (\$)			
September 15, 2025	NSFM Conference, Halifax NS.	Registration		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 855.00	\$ 855.00
November 7, 2025	NSFM Conference, Halifax NS.	Hotel		\$ -	\$ -	\$ -	\$ -	\$ 803.53		\$ 803.53
November 5, 2025	NSFM Conference, Halifax NS.	Meals		\$ -	\$ -	\$ -	\$ 45.00	\$ -		\$ 45.00
November 6, 2025	NSFM Conference, Halifax NS.	Meals		\$ -	\$ -	\$ -	\$ 45.00	\$ -	\$ -	\$ 45.00
November 7, 2025	NSFM Conference, Halifax NS.	Meals		\$ -	\$ -	\$ 20.00	\$ -	\$ -	\$ -	\$ 20.00
November 7, 2025	NSFM Conference, Halifax NS.	Mileage	480	\$ 284.74	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 284.74
				\$ 284.74	\$ -	\$ 20.00	\$ 90.00	\$ 803.53	\$ 855.00	\$ 2,053.27

**Total Claim: \$ 2,053.27**

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