

CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name: E. Tom Ossinger
Title : Chief Administrative Officer
Date : December 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	Milage Calculated @ \$0.5932 (\$)	Meals			Hotel (\$)	Other Exp (\$)	TOTAL EXP (\$)
					Breakfast (no recpt \$20) (\$)	Lunch (no recpt \$20) (\$)	Dinner (no recpt \$45) (\$)			
November 24, 2025	Coastal Protection Session Yarmouth	mileage	210	\$ 124.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124.57
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				\$ 124.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124.57

Total Claim: \$ 124.57

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