CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claiment's Name: E. Tom Ossinger
Title : Chief Administrative Officer
Date : February 11, 2026

					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 @ $0.5932 ($)**	**Breakfast (no recpt $20) ($)**	**Lunch (no recpt $20) ($)**	**Dinner (no recpt $45) ($)**	**Hotel ($)**	**Other Exp ($)**	**TOTAL EXP ($)**
December 9, 2025	Digby Housing Coalition Lunch meeting	Meals		$ -	$ -	$ 25.56	$ -	$ -	$ -	$ 25.56
January 28, 2026	Emergency Resilience Form Truro	milage	594	$ 352.36	$ -	$ -	$ -	$ -	$ -	$ 352.36
January 28, 2026	Emergency Resilience Form Truro	Hotel		$ -	$ -	$ -	$ -	$ 272.64		$ 272.64
January 27, 2026	Emergency Resilience Form Truro	Meals		$ -	$ -	$ -	$ 45.00	$ -	$ -	$ 45.00
January 28, 2026	Emergency Resilience Form Truro	Meals		$ -	$ -	$ -	$ 45.00	$ -	$ -	$ 45.00
January 29, 2026	Emergency Resilience Form Truro	Meals		$ -	$ -	$ -	$ 45.00	$ -	$ -	$ 45.00
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ 352.36	$ -	$ 25.56	$ 135.00	$ 272.64	$ -	$ 785.56

Total Claim: $ 785.56

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