

# CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name E. Tom Ossinger  
 Title Chief Administrative Officer  
 Date 18-Feb-19

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 @ \$0.4415	Meals			Hotel	Other Expenses	Total Expense (\$)
					Breakfast	Lunch	Dinner			
1/4/2019	WREN EDO meeting - Argyle	Milage	240	\$ 105.96						\$ 105.96
1/25/2019	DMA - Minimum Planning Requirements Workshop - Yarmouth	Milage	210	\$ 92.72						\$ 92.72
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<b>TOTAL</b>									<b>\$ 198.68</b>	

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