

# CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name E. Tom Ossinger  
 Title Chief Administrative Officer  
 Date 30-Apr-18

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			
4/16/2018	Waste Check Budget Meeting/ UNSM Regional Meeting	Mileage	110	\$ 48.57						\$ 48.57
4/19/2018	Code of Conduct Workshop/ CAO -CEO Forum - Truro	Mileage	600	\$ 264.90						\$ 264.90
4/19/2018	Code of Conduct Workshop/ CAO -CEO Forum - Truro	Hotel		\$ -			136.85			\$ 136.85
4/19/2018 - 4/20/2018	Code of Conduct Workshop/ CAO -CEO Forum - Truro	Meals		\$ -	\$ 13.00	\$ 15.00	\$ 27.00			\$ 55.00
3/29/2018	CAO-CEO Forum - Truro	Registration		\$ -					345.00	\$ 345.00
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TOTAL \$ **850.32**

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