

CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name E. Tom Ossinger
Title Chief Administrative Officer
Date 6-Jun-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			
5/10/2018	UNSM Spring Workshop - Yarmouth - May 10-12, 2018	Mileage	210	\$ 92.72						\$ 92.72
5/10/2018	UNSM Spring Workshop - Yarmouth - May 10-12, 2018	Meals		\$ -			\$ 13.79			\$ 13.79
5/10/2018	UNSM Spring Workshop - Yarmouth - May 10-12, 2018	Hotel		\$ -			\$ 297.83			\$ 297.83
5/14/2018	AMANS 2018 Spring Conference - White Point Beach Resort - June 13-15, 2018	Conference Registration		\$ -				\$ 287.50		\$ 287.50
5/31/2018	FCM Annual Conference - Halifax NS	Mileage	470	\$ 207.51						\$ 207.51
5/31 - 06/04/2018	FCM Annual Conference - Halifax NS	Hotel		\$ -			\$ 968.68			\$ 968.68
5/31/2018	FCM Annual Conference - Halifax NS	Meals		\$ -			\$ 27.00			\$ 27.00
6/1/2018	FCM Annual Conference - Halifax NS	Meals		\$ -			\$ 33.12			\$ 33.12
6/2/2018	FCM Annual Conference - Halifax NS	Meals		\$ -			\$ 36.43			\$ 36.43
6/3/2018	FCM Annual Conference - Halifax NS	Meals		\$ -		\$ 16.09				\$ 16.09
6/4/2018	FCM Annual Conference - Halifax NS	Meals		\$ -	\$ 17.11					\$ 17.11
				\$ -						\$ -
				\$ -						\$ -
				\$ -						\$ -
				\$ -						\$ -
				\$ -						\$ -
TOTAL										\$ 1,997.77

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