

CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name E. Tom Ossinger
Title Chief Administrative Officer
Date 11/30/2017

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 @ \$0.4289	Meals			Hotel	Other Expenses	Total Expense (\$)
					Breakfast	Lunch	Dinner			
11/10/2017	UNSM Fall Conference	Registration		\$ -				\$ 528.25	\$ 528.25	
11/7/2017	UNSM Fall Conference, Halifax - Westin Hotel	Meal (Receipt)		\$ -	\$ -	\$ 13.50			\$ 13.50	
11/8/2017	UNSM Fall Conference, Halifax - Westin Hotel	Meal (Receipt)		\$ -	\$ 24.06				\$ 24.06	
11/9/2017	UNSM Fall Conference, Halifax - Westin Hotel	Meal (Receipt)		\$ -	\$ 24.06				\$ 24.06	
11/10/2017	UNSM Fall Conference, Halifax - Westin Hotel	Meal (Receipt)		\$ -	\$ 24.06				\$ 24.06	
11/7/2017 - 11/10/2017	UNSM Fall Conference, Halifax - Westin Hotel	Parking (3 days)		\$ -				\$ 69.00	\$ 69.00	
11/7/2017 - 11/10/2017	UNSM Fall Conference, Halifax - Westin Hotel	Accomodations (3 days)		\$ -			\$ 517.29		\$ 517.29	
11/7/2017	UNSM Fall Conference	Meal (allowance)		\$ -		\$ 27.00			\$ 27.00	
11/8/2017	UNSM Fall Conference	Meal (allowance)		\$ -		\$ 27.00			\$ 27.00	
11/10/2017	UNSM Fall Conference	Mileage	470	\$ 201.58					\$ 201.58	
				\$ -					\$ -	
				\$ -					\$ -	
TOTAL									\$ 1,455.80	

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