

# CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

**Claimant's Name** E. Tom Ossinger  
**Title** Chief Administrative Officer  
**Date** 13-Nov-18

| Date Expenses Incurred  | Business Purpose of Expense (must include (if applicable) date of travel & destination) | EXPENSE TYPE<br>i.e.<br>Meals, Hotel, Mileage,<br>Conference Registration,<br>Training Course Fee, Parking,<br>Other - Specify | KMS Driven | Milage Calculated @<br>\$0.4415 | Meals     |          |           | Hotel     | Other Expenses | Total Expense (\$) |
|-------------------------|---|--|------------|---------------------------------|-----------|----------|-----------|-----------|----------------|--------------------|
|                         |   |  |            |                                 | Breakfast | Lunch    | Dinner    |           |                |                    |
| 10/16/2018 - 10/19/2018 | AMA Fall Conference Inverary Inn Baddeck NS.  | Registration   |            | \$ -                            |           |          |           | \$ 511.75 | \$ 511.75      |                    |
| 10/16/2018 - 10/19/2018 | AMA Fall Conference Inverary Inn Baddeck NS.  | Hotel  |            | \$ -                            |           |          | \$ 475.08 |           | \$ 475.08      |                    |
| 10/16/2018              | AMA Fall Conference Inverary Inn Baddeck NS.  | Meals (No Receipt)   |            | \$ -                            |           | \$ 15.00 | \$ 27.00  |           | \$ 42.00       |                    |
| 10/17/2018              | AMA Fall Conference Inverary Inn Baddeck NS.  | Meals (Receipt)  |            | \$ -                            | \$ 17.25  |          |           |           | \$ 17.25       |                    |
| 10/17/2018              | AMA Fall Conference Inverary Inn Baddeck NS.  | Meals (No Receipt)   |            | \$ -                            |           |          | \$ 27.00  |           | \$ 27.00       |                    |
| 10/18/2018              | AMA Fall Conference Inverary Inn Baddeck NS.  | Meals (No Receipt)   |            | \$ -                            | \$ 13.00  |          |           |           | \$ 13.00       |                    |
| 10/19/2018              | AMA Fall Conference Inverary Inn Baddeck NS.  | Meals (No Receipt)   |            | \$ -                            | \$ 13.00  | \$ 15.00 |           |           | \$ 28.00       |                    |
| 10/16/2018 - 10/19/2018 | AMA Fall Conference Inverary Inn Baddeck NS.  | mileage  | 1130       | \$ 498.90                       |           |          |           |           | \$ 498.90      |                    |
|                         |   |  |            | \$ -                            |           |          |           |           | \$ -           |                    |
|                         |   |  |            | \$ -                            |           |          |           |           | \$ -           |                    |
|                         |   |  |            | \$ -                            |           |          |           |           | \$ -           |                    |
|                         |   |  |            | \$ -                            |           |          |           |           | \$ -           |                    |
|                         |   |  |            | \$ -                            |           |          |           |           | \$ -           |                    |
|                         |   |  |            | \$ -                            |           |          |           |           | \$ -           |                    |
|                         |   |  |            | \$ -                            |           |          |           |           | \$ -           |                    |
|                         |   |  |            | \$ -                            |           |          |           |           | \$ -           |                    |

TOTAL \$ 1,612.98

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