

Municipality of the District of Digby Expense Claim

Claimant's Name: Linda Fraser
 Claimant's Title: CAO
 Date expense report posted: November 21, 2018

Date Expenses Incurred	Business Purpose of Expense: must include (if applicable); date of travel & destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost (\$)	kms driven	Mileage calculated @	Meals			Other Expenses		Credit Card	Invoice
							Breakfast	Lunch	Dinner	Description	Amount		
11/21/2018	UNSM 2018 Conference	Registration				0.4289	\$15	\$20	\$35		557.00	-	557.00
											557.00		
												-	557.00

I certify that the amounts claimed in this request are accurate, in accordance with municipal policy, and were incurred while conducting municipal business.

L FRASER CAO *[Signature]*
 Print name and position Signed

*APPROVED by:
Jimmy MacAlphey *[Signature]*
 Print name and position Signed WARDEN

Notes: Travel expenses include, but are not limited to accommodations, transportation and incidentals. Professional development expenses include, but are limited to course registration fees. Business purpose of an expense include, but are not limited to: conferences, meetings, municipal events, professional development.
 Alcohol cannot be expensed by an individual to a municipality.
 * Municipalities are required by the MGA to report, meals and professional development expenses. Municipalities may choose to report other expenses.

Total Claim: 557.00
 Less amount paid directly by municipality:
557.00
557.00

Balance Due (Owed):