FEB 2 1 2019

Municipality of the District of Digby Expense Claim

Claimant's Name: Linda Fraser

Claimant's Title: CAO

Date expense report posted: February 21, 2019

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 @ 0.4289	Meals Breakfast $15	Meals Lunch $20	Meals Dinner $35	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
January 21	FCM May 29 to June 3 (first night)					-				Hotel	291.15	291.15	
				-	Office USE only	-	-	-	-		291.15	291.15	-

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 — Signed: [signature]

Print name and position / Signed

*APPROVED by:

[handwritten name and position] — Signed: [signature]

Print name and position / Signed

Notes: Travel exepenses 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 prefessional development expenses. Municipalities may choose to report other expenses.

Total Claim:	291.15
Less amount paid directly by municipality:	291.15
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	-
Balance Due (Owed):	-