Municipality of the District of Lunenburg Municipal Expense Claim

Claimant's Name: Kevin Malloy

Claimant's Title: CAO

Period Covered May 2018

Date Expense Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Amount	Travel Expense Amount	kms driven	Mileage calculated @ 0.4400	Meals			*Other Expenses	Paid by Municipality		Notes
						Breakfast	Lunch	Dinner		Credit Card	Invoice	
May 10-12, 2018	UNSM Spring Workshop								-			
	Yarmouth, NS								-			
									-			
05-10-18	Dinner - Boston Pizza							23.74	-			
	Tip								-			
									-			
05-11-18	Breakfast - The Shanty Café					7.93			-			
	Tip								-			
									-			
05-12-18	Breakfast - Anchors Away					14.88			-			
	Tip								-			
									-			
05-10-18	Travel from Bridgewater to Yarmouth			203.00	89.32				-			
05-12-18	Travel from Yarmouth to Halifax			297.00	130.68				-			
									-			
									-			
05-28-18	Diner 325								-	16.08		
05/28/18	AMA Spring Conference Registration								-	287.50		
05/28/18	Rodd Grand-NSFM Spring Workshop								-	278.30		
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									-			
		-	-		220.00	22.81	-	23.74	-	581.88	-	

Total Expenses: 848.43

Notes:
Travel expenses include, but are not limited to accommodations, transportation and incidentals
Professional development expenses include, but are not 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 travel, meals and professional development expenses. Municipalities may choose to report other expenses.**