Municipality of the District of Lunenburg Municipal Expense Claim

Claimant's Name: Kevin Malloy

Claimant's Title: CAO

Period Covered Mar-19

Date Expense Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Amount	Travel Expense Amount	Tips on Meals	kms driven	Mileage calculated @ 0.4415	Meals			*Other Expenses	Paid by Municipality		Notes
							Breakfast	Lunch	Dinner		Credit Card	Invoice	
02-28-19	Lunch - PSSP Meeting			3.33				19.55		-	22.88	-	-
02-28-19	Parking - PSSP Meeting		12.00							-	-	-	-
										-	-	-	-
										-	-	-	-
										-	-	-	-
11-14-18	NSFM Conference Registration									-	-	556.98	-
										-	-	-	-
11-27-18	Westin/NSFM Conference									-	585.13	-	-
										-	-	-	-
11-20-18	Rural Internet Session									-	-	86.24	-
										-	-	-	-
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		-	12.00	3.33		-	-	19.55	-	-	608.01	643.22	

Total Expenses:	**1,286.11**
Less amount paid directly by municipality:	**22.88**
	1,263.23

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.**