



Municipality of the District of Lunenburg Municipal Expense Claim

Claimant's Name: Tom MacEwan
Claimant's Title: Chief Administrative Officer
Period Covered: Jan 1 to March 31, 2020

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 @ 0.4585	Meals			*Other Expenses	Paid by Municipality		Notes
							Breakfast	Lunch	Dinner		Credit Card	Invoice	
01/20/20	FCM Conference	1,244.69								-	-	-	
02/16/20	Bridgewater Area Chamber of Commerce Breakfast	25.00								-	25.00	-	
02/27/20	CAMA Membership	163.88								-	163.88	-	
										-	-	-	
										-	-	-	
										-	-	-	
										-	-	-	
		1,433.57	-	-						-	188.88	-	

Total Expenses: 1,433.57
 Less amount paid directly by municipality: 188.88

1,244.69

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.**