



Municipality of the District of Lunenburg Municipal Expense Claim

Claimant's Name: Tom MacEwan
Claimant's Title: Chief Administrative Officer
Period Covered: July 1 to September 30, 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 @ 0.4670 | Meals | | | *Other Expenses | Paid by Municipality | | Notes |
|-----------------------|---|---|-----------------------|---------------|------------|------------------------------------|-----------|-------|--------|-----------------|----------------------|---------|-------|
| | | | | | | | Breakfast | Lunch | Dinner | | Credit Card | Invoice | |
| 09/22/20 | AMANS Membership | 379.50 | | | | | | | | - | - | 379.50 | - |
| | | | | | | | | | | - | - | - | - |
| | | | | | | | | | | - | - | - | - |
| | | | | | | | | | | - | - | - | - |
| | | | | | | | | | | - | - | - | - |
| | | | | | | | | | | - | - | - | - |
| | | | | | | | | | | - | - | - | - |
| | | | | | | | | | | - | - | - | - |
| | | | | | | | | | | - | - | - | - |
| | | | | | | | | | | - | - | - | - |
| | | 379.50 | - | - | | | | | | - | - | 379.50 | |

Total Expenses: 379.50
 Less amount paid directly by municipality: **379.50**

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.**