Municipality of the District of Lunenburg Municipal Expense Claim

Claimant's Name: Tom MacEwan

Claimant's Title: Chief Administrative Officer
Period Covered April 1 to June 30, 2021

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	
04/01/2021	AMANS Annual Membership	379.50								-	-	379.50	-
04/01/2021	Can. Association of Municipal Admins. Mem	333.50								-	333.50	-	-
											-	-	-
06/04/2021	AMA Virtual Spring Conference	258.75									-	258.75	-
06/20/2021	NS Barristers Society Annual Dues	4,972.60								-	-	4,972.60	-
06/14/2021	Staples - Wireless Headphones		219.06							-	219.06	-	-
06/16/2021	Staples - 6 Notebooks		172.43							-	172.43	-	-
										-	-	-	-
										-	-	-	-
										-	-	-	-
												-	
												-	
												-	
												-	
		5,944.35	391.49	-		-	-	-	-	-	724.99	5,610.85	

Total Expenses: **6,335.84**
Less amount paid directly by municipality: **6,335.84**

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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.**