Municipality of the District of Lunenburg Municipal Expense Claim

Claimant's Name: Tom MacEwan

Claimant's Title: CAO
Period Covered October 1 to December 31, 2022

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 @ 0.5113	Meals: Breakfast	Meals: Lunch	Meals: Dinner	*Other Expenses	Paid by Municipality: Credit Card	Paid by Municipality: Invoice
										-	-	-
10-03-2022	RODD Charlotte Town									990.24	990.24	-
											-	-
11-02-2022	IPhone									1,509.68	1,509.68	-
11-30-2022	Screen Protector & Case MODL Phone									37.47	-	-
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		-	-	-		-	-	-	-	2,537.39	2,499.92	-

Total Expenses: **2,537.39**
Less amount paid directly by municipality: **2,499.92**

37.47

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.**