



Municipality of the District of Lunenburg Municipal Expense Claim

Claimant's Name: **Tom MacEwan**
 Claimant's Title: **CAO**
 Period Covered: **July 1 - September 30, 2023**

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 @ 0.5770	Meals			*Other Expenses	Paid by Municipality		Notes
							Breakfast	Lunch	Dinner		Credit Card	Invoice	
05/10/23	Travel to and Return from HRM				210.00	121.17				-	-	-	
08/14/23	Travel to and Return from Berwick				190.00	109.63					-	-	
08/21/23	Travel to and Return from HRM				210.00	121.17					-	-	
08/21/23	Meal (CAO and 2 staff)			13.16				21.93			-	-	
											-	-	
											-	-	
											-	-	
07/16/23	Bell Mobility - Jul									46.51	-	46.51	
08/16/23	Bell Mobility - Aug									46.43	-	46.43	
09/16/23	Bell Mobility - Sept									46.40	-	46.40	
										-	-	-	
										-	-	-	
										-	-	-	
										-	-	-	
										-	-	-	
										-	-	-	
										-	-	-	
				13.16		351.97		21.93		139.34	-	139.34	

Total Expenses: 526.40
 Less amount paid directly by municipality: **139.34**

 387.06

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.**