



Municipality of the District of Lunenburg Municipal Expense Claim

Claimant's Name: **Tom MacEwan**
 Claimant's Title: **CAO**
 Period Covered: **October 1 - December 31 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	
							Breakfast	Lunch	Dinner		Credit Card	Invoice
10-16-2023	Bell Mobility - Cell (October)									40.71	-	40.71
10-16-2023	Bell Mobility - iPad (October)									5.75	-	5.75
11-16-2023	Bell Mobility - Cell (November)									40.65	-	40.65
11-16-2023	Bell Mobility - iPad (November)									5.75	-	5.75
12-16-2023	Bell Mobility - Cell (December)									112.25	-	112.25
12-16-2023	Bell Mobility - iPad (December)									5.75	-	5.75
										-	-	-
11-23-2023	NSFM 2023 Fall Conference	810.00								-	-	810.00
11-07-2023	Travel to Halifax (NSFM)				102.00	58.85				-	-	-
11-07-2023	Room Charge									206.66	206.66	-
11-07-2023	HRM Mktg Levy									5.37	5.37	-
11-07-2023	Dinner			5.52					36.80	-	-	-
11-08-2023	Room Service Lunch			16.00				46.90		-	62.90	-
11-08-2023	Room Charge									206.66	206.66	-
11-08-2023	HRM Mktg Levy									5.37	5.37	-
11-08-2023	Dinner			11.39					51.75	-	-	-
11-09-2023	Return to Bridgewater (NSFM)				102.00	58.85				-	-	-
11-09-2023	Guest Self Parking									11.50	11.50	-
11-09-2023	Guest Self Parking									11.50	11.50	-
										-	-	-
		810.00	-	32.91		117.71	-	46.90	88.55	657.92	509.96	1,020.86

Total Expenses: 1,753.99
 Less amount paid directly by municipality: **1,530.82**

223.17

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.**