CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claiment's Name E. Tom Ossinger
Title Chief Administrative Officer
Date 6-Jul-18

Date Expenses Incurred	Business Purpose of Expense (must include (if applicable) date of travel & destination)	EXPENSE TYPE i.e. Meals, Hotel, Mileage, Conference Registration, Training Course Fee, Parking, Other - Specify	KMS Driven	Milage Calculated @ $0.4415	Meals: Breakfast	Meals: Lunch	Meals: Dinner	Hotel	Other Expenses	Total Expense ($)
6/13/2018	AMA Spring Workshop - White Point	Mileage	302	$ 133.33						$ 133.33
6/15/2018	AMA Spring Workshop - White Point	Hotel		$ -				$ 319.70		$ 319.70
6/13/2018	AMA Spring Workshop - White Point	Meals (Receipts)		$ -		$ 21.11	$ 41.60			$ 62.71
6/14/2018	AMA Spring Workshop - White Point	Meals (Receipts)		$ -	$ 21.48					$ 21.48
6/15/2018	AMA Spring Workshop - White Point	Meals (Receipts)		$ -	$ 20.98					$ 20.98
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
				$ -						$ -
									TOTAL	**$ 558.20**

****Alcohol cannot be expensed by an individual to the Town of Digby**

Form version: as amended Nov 21, 2017