

## COUNCIL AND CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name: E. Tom Ossinger  
 Title : CAO  
 Date : 10/2/2017

Date Expenses Incurred	Business Purpose of Expense (must include (if applicable) date of travel & destination)	Professional Development Expenses Type	Travel Expense Type	Travel/Prof Dev. Cost (\$)	KMS Driven	Milage Calculated @ 0.4289	Meals				Other Expenses	Paid by Town of Digby	
							Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
8/18/2017	AMANS Annual Conference - Truro - September 26-29, 2017	Conference Registration		\$ 460.00	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 460.00	\$ -	\$ 460.00
9/29/2017	Holiday Inn - Truro - September 26-29, 2017	Accomodations for Conference		\$ 394.50	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 394.50	\$ 394.50	\$ -
9/26/2017	Chow Family Restaurant	Meal - not provided for in Conference Registration		\$ 22.04	-	\$ -	\$ -	\$ -	\$ 22.04	\$ -	\$ -	\$ 22.04	\$ -
9/29/2017	Travel to AMANS Conference - Truro - Sept 26-29, 2017		Personal Vehicle/Milage	\$ 257.34	600	\$ 257.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				<u>\$ 1,133.88</u>		<u>\$ 257.34</u>	\$ -	\$ -	\$ 22.04	\$ -	\$ 854.50	\$ 416.54	\$ 460.00

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

**Total Monthly Expenses : \$ 1,133.88**