

CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name E. Tom Ossinger
 Title Chief Administrative Officer
 Date 13-Nov-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			Hotel	Other Expenses	Total Expense (\$)
					Breakfast	Lunch	Dinner			
11/6/2018	NSFM Fall Conference Halifax NS.	Registration		\$ -				\$ 557.00	\$ 557.00	
11/6 - 9/2018	NSFM Fall Conference Halifax NS.	Hotel		\$ -			\$ 436.35		\$ 436.35	
11/6 - 9/2018	NSFM Fall Conference Halifax NS.	Parking		\$ -				\$ 17.25	\$ 17.25	
11/6/2018	NSFM Fall Conference Halifax NS.	Meals (No Receipt)		\$ -			\$ 27.00		\$ 27.00	
11/7/2018	NSFM Fall Conference Halifax NS.	Meals with Receipt		\$ -	\$ 23.28				\$ 23.28	
11/8/2018	NSFM Fall Conference Halifax NS.	Meals with Receipt		\$ -	\$ 24.06				\$ 24.06	
11/8/2018	NSFM Fall Conference Halifax NS.	Meals (No Receipt)		\$ -			\$ 27.00		\$ 27.00	
11/8/2018	NSFM Fall Conference Halifax NS.	Meals with Receipt		\$ -	\$ 23.28				\$ 23.28	
11/9/2018	NSFM Fall Conference Halifax NS.	Milage	470	\$ 207.51					\$ 207.51	
				\$ -					\$ -	
				\$ -					\$ -	
				\$ -					\$ -	
				\$ -					\$ -	
				\$ -					\$ -	
				\$ -					\$ -	
				\$ -					\$ -	
				\$ -					\$ -	

TOTAL **\$ 1,342.73**

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