

COUNCIL AND CHIEF ADMINISTRATIVE OFFICER EXPENSE REPORTING FORM

Claimant's Name Mike Bartlett
 Title Councilor
 Date Nov-20

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			
11/23/2020	Financial management training online (3 days)	Course training fee						\$ 345.00	\$ 345.00	
				-						
TOTAL									\$ 345.00	

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