

## **Acting Clerk/Treasurer Expense Claim Report**

Name: Allison Duggan, Director of Finance Date February 2020 OFFICE USE ONLY Paid by Municipality

		KM			PROFESSIONAL DEVELOPMENT			
Date	Details of Expense	Travelled	TRAVEL (\$)	MEAL (\$)	(\$)	OTHER (\$)	Amount (\$)	Amount (\$)
	Nothing to Report		\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
	TOTAL	. 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TYPES OF EXPENSE:	Per Diem Rates			
Expense Codes	Meal	Rate per Day		
TRAV- Travel -Mileage, Parking, Hotel, Taxi	Incidental	\$	10.00	
MEAL - Meal Expenses	Breakfast	\$	15.00	
PD - Professional Development (training/conference)	Lunch	\$	20.00	
OTHE - Other - Ie-Phone, Internet, Incidentals	Dinner	\$	36.00	
Mileage Rate - \$0.4670/KM	Total /day	\$	81.00	

Signature:

Approved by

Date:

Jan 26/2020