

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

Paid by Municipality PROFESSIONAL KM DEVELOPMENT Travelled TRAVEL (\$) (\$) MEAL (\$) OTHER (\$) Amount (\$) Amount (\$) Date **Details of Expense** \$ \$ Nothing to Report \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \_ \$ \$ -\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ TOTAL \$ \$ \$ \$ \$ \$

Date

March 2020

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

Allison Duggan, Director of Finance

Signature:

Approved by Lean Mc

Name:

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