

Council Expense Report

Name:

Glenn Horne (GLE010)

Month/Year

September-19

Municipal Clerk/Treasurer

Date	Details of Expense	Km Travelled	TRAVEL(\$) TRV	MEAL (\$) ML	PROFESSIONAL DEVELOPMENT (\$) PD	OTHER (\$) OTH	Am	ount (\$)
2019-09-20	Stellarton for AM Cohort Meeting	120	\$ 55.02				\$	55.02
2019-09-25	Port Hawkesbury for OEM Meetin	112	\$ 51.35				\$	51.35
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TYPES OF EXPENSE:	7
Expense Codes	
TRV- Travel -Mileage, Parking, Hotel, Taxi	8
ML - Meal Expenses	
PD - Professional Development (training/conference)	
OTH - Other - Ie-Phone, Internet, Incidentals	187
Mileage Rate - \$0.585/KM	

 Per Diem Rates

 Meal
 Rate per Day

 Incidental
 \$ 10.00

 Breakfast
 \$ 15.00

 Lunch
 \$ 20.00

 Dinner
 \$ 36.00

 Total per day
 \$ 81.00

I certify that the amounts claimed in this request are accurate, in accordance with the municipal policy, and were incurred while conducting municipal business.

Signature:

Date:

Approved by

Office Use Only	100
TRV - GL# - 10-210-2123-201116	\$ 106.37
ML- GL# - 10-210-2123-201116	\$
PD - GL# - 10-210-2123-201116	\$ -
OTH - GL# - 10-210-2123-201116	\$ -
TOTAL	\$ 106.37