# Municipality of the District of Argyle Expense Claim

Claimant's Name: **Alain Muise**

Claimant's Title: **CAO**

Date expense report posted: **Jan 1- Mar 31, 2025**

| Date Expenses Incurred | Business Purpose of Expense: must include (if applicable): date of travel & destination | Professional Development Expense Type | Travel Expense Type | Travel/Prof Dev Cost ($) | kms driven | Mileage calculated @ 0.5838 | Lodging | Meals Breakfast $20 | Meals Lunch $25 | Meals Dinner $35 | Other Expenses Description | Other Expenses Amount | Paid by Municipality directly or Municipal credit card | Invoice submitted |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01-01-25 | | | | - | | - | - | - | - | - | Cell phone | 36.94 | 36.94 | - |
| 01-01-25 | | | | - | | - | - | - | - | - | monthly internet | 47.97 | - | 47.97 |
| 02-01-25 | | | | - | | - | - | - | - | - | Cell phone | 36.94 | 36.94 | - |
| 02-01-25 | | | | - | | - | - | - | - | - | monthy internet | 47.97 | - | 47.97 |
| 03-01-25 | | | | - | | - | - | - | - | - | Cell phone | 36.94 | 36.94 | - |
| 03-01-25 | | | | - | | - | - | - | - | - | monthly internet | 47.97 | - | 47.97 |
| 03-31-25 | travel | | | 194.98 | 334.00 | 194.98 | - | | - | | | | - | 194.98 |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | - | | |
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| | | | | - | | - | - | - | - | - | | - | - | - |
| | | | | - | | - | - | - | - | - | | - | - | - |
| | | | | - | | - | - | - | - | - | | - | - | - |
| | | | | - | | - | - | - | - | - | | - | - | - |
| | | | | - | | - | - | - | - | - | | - | - | - |
| | | | | - | | - | - | - | - | - | | - | - | - |
| | | | | 194.98 | | | | | | | | 254.73 | 110.82 | 338.89 |
| | | | | | Office USE only | - | | | | | | | | |

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

Sheila Muise — A Muise
*Print name and position* — *Signed*

Finance Officer

*APPROVED by:

Marsha d'Eon — M d'Eon
*Print name and position* — *Signed*

Director of Finance

***Notes:*** Travel exepenses include, but are not limited to accommodations, transportation and incidentals. Professional development expenses include, but are limited to course registration fees. Business purpose of an expense include, but are not limited to: conferences, meetings, municipal events, professional development.

Alcohol cannot be expensed by an individual to a municipality.

* Municipalities are required by the MGA to report, meals and prefessional development expenses. Municipalities may choose to report other expenses.

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|---|---|
| Total Claim: | 449.71 |
| Less amount paid directly by municipality: | 110.82 |
| | 338.89 |
| **Balance Due (Owed):** | 338.89 |