Municipality of the District of Argyle Expense Claim

Claimant's Name: **Guy Surette**

Claimant's Title: **Councillor**

Date expense report posted: **January 1-March 31, 2022**

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 @ 0.5113	Lodging	Meals			Other Expenses		Credit Card	Invoice
								Breakfast $15	Lunch $20	Dinner $25	Description	Amount		
01-01-23						-					Ipad monthly internet	34.43		34.43
02-01-23											Ipad monthly internet	20.83		20.83
03-01-23						-					Ipad monthly internet	42.77		42.77
01-25-23	NSFM meeting			532.10	640.00	327.24	164.86	15.00		25.00				
03-21-23	mileage Feb & March			156.85	252.00	128.85				28.00				
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				688.95		-		-	-	-		98.03	-	98.03
					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 — Signed
Print name and position
Finance Officer

*APPROVED by:

Marsha dEon — Signed
Print name and position
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.

Total Claim:	786.98
Less amount paid directly by municipality:	98.03
	688.95
Balance Due (Owed):	688.95