# Municipality of the District of Argyle Expense Claim

Claimant's Name: **Richard Donaldson**

Claimant's Title: **Councillor**

Date expense report posted: **October 1 - December 31, 2021**

| 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 @ 0.4615 | Meals Breakfast $15 | Meals Lunch $20 | Meals Dinner $35 | Other Expenses Description | Other Expenses Amount | Credit Card | Invoice |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 10-01-21 | | | | | | | | | | Ipad monthly internet | 9.23 | | 9.23 |
| 11-01-21 | | | | | | | | | | Ipad monthy internet | 5.53 | | 5.53 |
| 12-01-21 | | | | | | - | | | | Ipad monthly internet | 5.35 | | 5.35 |
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| | | | | - | | - | - | - | - | | 20.11 | - | 20.11 |
| | | | | | 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.

Marsha d'Eon — Marsha d'Eon

*Print name and position* — *Signed*

Director of Finance

*APPROVED by:

ALAIN D. MUISE, CPA, CA

*Print name and position* — *Signed*

AO

***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 professional development expenses. Municipalities may choose to report other expenses.

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|---|---|
| Total Claim: | 20.11 |
| Less amount paid directly by municipality: | 20.11 |
| | - |
| **Balance Due (Owed):** | - |