Municipality of the District of Argyle Expense Claim

Claimant's Name: **Richard Donaldson**

Claimant's Title: **Councillor**

Date expense report posted: **Oct 1-Dec 31, 2023**

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 @ 0.5770	Lodging	Meals			Other Expenses		Paid by Municipality directly or Mun credit card	Invoice submitted
								Breakfast $15	Lunch $20	Dinner $25	Description	Amount		
10-01-23						-					Ipad monthly internet	5.44	5.44	-
11-01-23											Ipad monthly internet	5.52	5.52	-
12-01-23						-					Ipad monthly internet	43.08	43.08	-
11-07-23	NSFM conference			827.44	550.00	287.78	448.99	27.20	18.13	45.34				827.44
April 1-Oct 31, 2023	Mileage			276.96	480.00	276.96	-	-	-	-				276.96
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				1,104.40								54.04	54.04	1,104.40
					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 — S 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.

Total Claim:	1,158.44
Less amount paid directly by municipality:	54.04
	1,104.40
Balance Due (Owed):	1,104.40