

Municipality of St. Mary's Expense Claim



Claimant's Name: Kayland Smith
 Claimant's Title: District 3/5
 Period Covered: December 1st to 31st 2019
 Date Submitted: January 2nd 2020

Date Expense Incurred	Business Purpose of Expense: must include: meeting name/conference	Professional/Travel Development Expense Type (mileage/hotel/airfare)	Location	kms driven	Mileage calculated @	Meals			Other Expenses	Paid by Municipality	
						Breakfast \$	Lunch \$	Dinner \$		Credit Card	Invoice
December 14th 2019	Sherbrooke Village Dinner	Mileage	Sherbrooke, NS	60	0.5250						
December 17th 2019	GALA	Mileage	GuySBorough, NS	152	31.50						
December 4th 2019	Committee of the Whole	Mileage	Sherbrooke, NS	60	31.50						
December 18th 2019	Committee of the Whole	Mileage	Sherbrooke, NS	60	31.50						
Totals:				332	\$ 126.00	\$ -	\$ -	\$ -	\$ -	\$ -	# -

Total Claim: 126.00
 Less amount paid directly by municipality: -

Balance due (owed): \$ 126.00

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

Kayland Smith
 Print name and position
 *APPROVED by: *[Signature]*
 Print Name and Position: Michelle Washer Worden
 Signed: *[Signature]*
 Print Name and Position: Marvin MacDonald, CAO
 Signed: *[Signature]*

PAID
 JAN 06 2020
 Per...0160.7a

G-Dec 19 dist 3/5
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