

Municipality of St. Mary's Expense Claim



Claimant's Name: Jackie Dort
 Deputy Warden
 Period Covered: Oct 1/19 - Oct 31/19
 Date Submitted: Nov 6/19

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 \$	Invoice #			
Oct 2/19	COTW meeting	Travel	Sherbrooke	68	0.5250							
Oct 7/19	Council meeting	Travel	Sherbrooke	66	34.65							
Oct 16/19	COTW	not attended	Sherbrooke	0								
Oct 18/19	Emergency meeting	attended via phone	Sherbrooke	0								
Oct 30/19	COTW	travelling	Sherbrooke	66	34.65							
Totals:					198	\$	103.95	\$		\$		

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

Jackie Dort/Deputy Warden
 Signed: *J.D.*

*APPROVED BY: *Maxine McDonald*
 Print Name and Position: Maxine McDonald, CAO

Signed: *M. McDonald*

Total Claim: 103.95
 Less amount paid directly by municipality: -
 Balance due (owed): \$ 103.95

G-Octodistbexp
 Tax
 PAID
 NOV 06 2019
 Per. 15945
 ID