

# Municipality of St. Mary's Expense Claim



Claimant's Name: Courtney Malmann  
 Claimant's Title: Councillor  
 Period Covered: December 1-December 31, 2020  
 Date Submitted: \_\_\_\_\_

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		Notes				
						Breakfast	Lunch	Dinner		Credit Card	Invoice					
12/02/20	Audit Committee Meeting/Committee of the Whole															
12/14/20	Regular Council Meeting															
12/16/20	Committee of the Whole															
Totals:										0	\$	\$	\$	\$	\$	

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

Councillor Courtney Malmann Courtney Malmann Signed January 7, 2021

APPROVED by: Greg Wier / Warden Signed Greg Wier

Print Name and Position Martin MacDermid, CFO Signed Martin MacDermid

Print Name and Position \_\_\_\_\_ Signed \_\_\_\_\_

Balance due (owed): \$ \_\_\_\_\_

Total Claim: \_\_\_\_\_  
 Less amount paid directly by municipality: \_\_\_\_\_

Notes:  
 Travel expenses include, but are not limited to accommodations, transportation and incidentals  
 Professional development expenses include, but are not 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  
 \*By approving and signing this expense claim, approvers are attesting that the claim abides by municipal expense policies to the best of their knowledge