Municipality of St. Mary's Expense Claim

Municipality of the District of St. Mary's

Claimant's Name: Marissa Jordan

Claimant's Title: Chief Administrative Officer

Period Covered: November 1st- November 30th, 2022

Date Submitted: December 1st, 2022

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 @ 0.5950	Meals: Breakfast $ 15	Meals: Lunch $ 20	Meals: Dinner $ 20	Other Expenses		Paid by Municipality: Credit Card	Paid by Municipality: Invoice
11-01-22	NSFM Fall Conference	mileage / Registration	Halifax, NS	198	117.81		20.00	20.00				752.50
11-02-22	NSFM Fall Conference				-	15.00		20.00				
11-03-22	NSFM Fall Conference				-	15.00						
11-04-22	NSFM Fall Conference	mileage / Accomodations	Halifax, NS	198	117.81	15.00	20.00					657.36
					-							
					-							
					-							
					-							
					-							
					-							
	Totals:	-	-	396	$ 235.62	$ 45.00	$ 40.00	$ 40.00	$ -	#	-	1409.86

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

Marissa Jordan, Chief Administrative Officer
Print name and position — *Signed*

*APPROVED by:

Greg Wadden / Warden
Print Name and Position — *Signed*

Marian Fraser, DOF
Print Name and Position — *Signed*

Total Claim: 1,770.48
Less amount paid directly by municipality: 1,409.86

Balance due (owed): $ 350.62

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EPA
DEC 08 2022
Ans'd.
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