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: December 1- December 31, 2023

Date Submitted: January 4th, 2023

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
					-							
					-							
					-							
					-							
					-							
	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.

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

*APPROVED by:

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

Marian Fraser, DAF — *Print Name and Position* — Signed: MFraser

Total Claim: -

Less amount paid directly by municipality: -

Balance due (owed): $ -