Municipality of St. Mary's Expense Claim

Municipality of the District of St. Mary's

Claimant's Name: Lesley McFarlane

Claimant's Title: CAO

Period Covered: Oct - Dec 2025

Date Submitted: 15-Dec-2025

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 $ 35	Other Expenses	Paid by Municipality: Credit Card	Paid by Municipality: Invoice
11-04-25	NSFM Fall Conference	Mileage & Meals	1181 Hollis Street, Haifax	245	145.78			35.00			
11-05-25	NSFM Fall Conference	Meal	Halifax		-			35.00			
11-07-25	NSFM Fall Conference	Mileage	Back to Sherbrooke	245	145.78						
11-04-25	NSFM Fall Conference Registration	Registation	Halifax							630.54	
11-04-25	NSFM fall Conference	Hotel	Halifax							871.40	
11-12-25	Meeting with MODG CAO	Mileage	33 Pleasant St Guys.	82	48.79						
11-12-25	Strait Area Chiefs, Mayors Wardens & CAO's Meeting	Mileage	Port Hawksbury Civic Ctr	60	35.70						
11-12-25	Return to Sherbrooke from Strait Area Meeting	Mileage	Back to Sherbrooke	111	66.05						
11-18-25	Meeting with Justice Minister and Warden & Return	Mileage	33 Pleasant St Guys.	164	97.58						
11-27-25	St. Barbara Open House with Deputy Warden & Return	Mileage	16740 Hwy 316 Cntry Hbr	68	40.46						
Oct-Nov	Dalhousie Course - Navigating Information Access	Professional Development	Dal Online		-				315.00		
					-						
	Totals:	-	-	975	$ 580.13	$ -	$ -	$ 70.00	$ 315.00	# 1,501.94	

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

Lesley McFarlane, CAO — *Print name and position* — *Signed*

*APPROVED by:

Dir of Finance — *Print Name and Position* — Signed

Print Name and Position — Signed

Total Claim: 965.13

Less amount paid directly by municipality: 1,501.94

Balance due (owed): $ 965.13

PAID

03/12/26

6- Nov 25 CAO Exp

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