MUNICIPALITY OF THE COUNTY OF VICTORIA
COUNCILLOR EXPENSE CLAIM

NAME: Norman MacDonald D8 **DATE RANGE:** Nov1st-Nov 30th/2020

Date Expense Incurred	Type of expense[1]	Purpose of expense[2] and description	Expense amount (DO NOT incld mileage and meals) ($)	kms driven	Mileage calculated	Meal per diems					Paid by MOVC	for office use	
						Breakfast	Lunch	Dinner	Incidentals	Total Meals		HST	GL account
					$ 0.48	$ 13.00	$ 20.00	$ 30.00	$ 10.00				
nov3rd	travel	council Cape north to Baddeck		137	65.76					-		8.58	
nov3rd	travel	council Baddeck to Cape North		137	65.76					-		8.58	
11/18/2020	travel	council Cape north to Baddeck		137	65.76					-		8.58	
11/18/2020	travel	council Baddeck to Cape North		137	65.76					-		8.58	
11/30/2020	travel	council Cape north to Baddeck		137	65.76					-		8.58	
11/30/2020	travel	council Baddeck to Cape North		137	65.76					-		8.58	
					-					-		-	
					-					-		-	
					-					-		-	
					-					-		-	
					-					-		-	
			-		394.56					-	-	51.46	

Comments:

TOTAL CLAIM:	394.56
LESS AMOUNT PAID DIRECTLY BY MUNICIPALITY:	-
BALANCE DUE (OWED):	**394.56**

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

Claimant's name *Signed* *Date*

By approving and signing this expense claim, I am attesting that the claim abides by municipal expense policies to the best of my knowledge

Approver's name *Signed* *Date*

[1]Type of expense: PD = professional development (includes course/conference registration), travel (includes accommodations, transportation, mileage, parking), meals or other

[2]Purpose of expense = name and location of conference, meeting, municipal event, etc.