MUNICIPALITY OF THE COUNTY OF VICTORIA
COUNCILLOR EXPENSE CLAIM

NAME: Norman MacDonald

DATE RANGE: December 1st to December 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	HST
						Breakfast	Lunch	Dinner	Incidentals	Total Meals		
					$ 0.48	$ 13.00	$ 20.00	$ 30.00	$ 10.00			
dec 4th	travel	cape north to neils harbour (highland manor) board buisness		18	8.64					-		1.13
dec 4th	travel	neils harbour to Cape North (highland manor) board buisness		18	8.64					-		1.13
dec8th	travel	cape north to neils harbour (highland manor) board meeting		18	8.64					-		1.13
dec8th	travel	neils harbour to Cape North (highland manor) board meeting		18	8.64					-		1.13
dec14th	travel	cape north to baddeck		137	65.76					-		8.58
dec14th	travel	baddeck to cape north		137	65.76					-		8.58
january 19th	travel	cape north to baddeck		137	65.76							
january 19th	travel	baddeck to cape north		137	65.76					-		8.58
january 27th	travel	cape north to Neils Harbour		18	8.64					-		1.13
jan27th	travel	neils harbour to cape north		18	8.64					-		1.13
					-					-		-
					-					-		-
					-					-		-
			-		314.88					-	-	32.49

Comments:

I was the only singer on the highland manor account which is my reasoning for travel in december
I had missed jan first council and have conbined both months for travel.

TOTAL CLAIM:	314.88
LESS AMOUNT PAID DIRECTLY BY MUNICIPALITY:	-
BALANCE DUE (OWED):	**314.88**

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.