## MUNICIPALITY OF THE COUNTY OF VICTORIA COUNCILLOR EXPENSE CLAIM

Date	Type of	Durance of expenses <sup>2</sup> and description	Expense amount (DO	kms	Mileage calculated		_	Meal per diems	ns		Paid by	HST
Incurred	expense'		mileage and meals) (\$)	driven	\$ 0.48	Breakfast \$ 13.00	Lunch \$ 20.00	Dinner \$ 30.00	Incidentals \$ 10.00	Total Meals	MOAC	
feb 28th	travel	coucil session to and from		274	131.52					ı		17.15
March 7th	travel	highland manor Board Meeting		36	17.28							2.25
march 14th	travel	council session		274	131.52					-		17.15
march 22nd	travel	public works boundry ect		274	131.52							17.15
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march 28th	travel	council session		274	131.52					ť		17.15
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		5.0			U ÷							
					•							
												N.S.
			,		543.36					-		70.87
Comments:					LESS AMO	LESS AMOUNT PAID DIRECTI B <i>I</i>	DIRECTL) BAL	TOT. ANCE DUI	TOTAL CLAIM: CTLY BY MUNICIPALITY: BALANCE DUE (OWED):	543.36 - <b>543.36</b>		
certify that th	e amounts cl	I certify that the amounts claimed in this request are accurate, in accordance with municipal policies, and were incurred while conducting municipal business.	ance with			By approving by municipal of	and signing expense poli	this expense cies to the be	claim, I am atte	By approving and signing this expense claim, I am attesting that the claim abides by municipal expense policies to the best of my knowledge	laim abides	
Claimant's name												

<sup>&</sup>lt;sup>1</sup>Type of expense: PD = professional development (includes course/conference registration), travel (includes accommodations, transportation, mileage, parking), meals or other

<sup>&</sup>lt;sup>2</sup>Purpose of expense = name and location of conference, meeting, municipal event, etc.