

**MUNICIPALITY OF THE COUNTY OF VICTORIA  
COUNCILLOR EXPENSE CLAIM**

NAME: Norman MacDonald D8 DATE RANGE: D8 Expenses Feb/March 2024



Date Expense Incurred	Type of expense <sup>1</sup>	Purpose of expense <sup>2</sup> 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		
Feb 12th	travel	Committee of whole Budget Day		274	158.10	\$ 13.00	\$ 20.00	\$ 30.00	\$ 10.00	-		20.62
march 26th	travel	council/bylaw levy		274	158.10					-		20.62
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			-		316.20					-		41.24

Comments:  
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TOTAL CLAIM: 316.20  
 LESS AMOUNT PAID DIRECTLY BY MUNICIPALITY: -  
 BALANCE DUE (OWED): 316.20

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

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 \_\_\_\_\_

Claimant's name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup>Type of expense: PD = professional development (includes course/conference registration), travel (includes accommodations, transportation, mileage, parking), meals or other  
<sup>2</sup>Purpose of expense = name and location of conference, meeting, municipal event, etc.