MUNICIPALITY OF THE COUNTY OF VICTORIA
COUNCILLOR EXPENSE CLAIM

NAME: Norman MacDonald D8 DATE RANGE: November expense

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
					$ 0.58	Breakfast $ 13.00	Lunch $ 20.00	Dinner $ 30.00	Incidentals $ 10.00	Total Meals		
Nov 7th		NSFM Conference		974	562.00	13.00		30.00	10.00	53.00		80.22
Nov 8th						13.00			10.00	23.00		3.00
nov 9th					-	13.00		30.00		43.00		5.61
Nov 14th		Council session		274	158.10					-		20.62
					-					-		-
					-					-		-
					-					-		-
					-					-		-
					-					-		-
					-					-		-
					-					-		-
					-					-		-
			-		720.10					119.00	-	109.45

Comments:
had breakfast the morning to the conference and bought supper as well
bought supper on my way home from conference.

TOTAL CLAIM: 839.10
LESS AMOUNT PAID DIRECTLY BY MUNICIPALITY: -
BALANCE DUE (OWED): **839.10**

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.