

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Staff Expense Claim Report

Name: Glenn Horne Date September, 2022

OFFICE USE ONLY
Paid by
Municipality

Date	Details of Expense	Km Travelled	TRAVEL (\$) TRV	MEAL (\$) ML	PROFESSIONAL DEVELOPMENT (\$) PD	OTHER (\$) OTH	Amount (\$)	AMOUNT
20-Sep-22	Travel to Sydney for AMANS Fall Conference & Return	372	\$ 190.20				\$ 190.20	\$ 190.20
20-Sep-22	Lunch, Dinner & Incidental		\$ -	\$ 66.00			\$ 66.00	\$ 66.00
21-Sep-22	Incidental		\$ -	\$ 10.00			\$ 10.00	\$ 10.00
22-Sep-22	Dinner		\$ -	\$ 36.00			\$ 36.00	\$ 36.00
22-Sep-22	Hotel Charges		\$ -			\$ 346.50	\$ 346.50	\$ 346.50
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
TOTAL		372	\$ 190.20	\$ 112.00	\$ -	\$ 346.50	\$ 648.70	\$ 648.70

TYPES OF EXPENSE:
Expense Codes
TRAV- Travel -Mileage, Parking, Hotel, Taxi
MEAL - Meal Expenses
PD - Professional Development (training/conference)
OTHE - Other - le-Phone, Internet, Incidentals
Mileage Rate - \$0.5113 KM

Per Diem Rates	
Meal	Per Day
Incidental	\$ 10.00
Breakfast	\$ 15.00
Lunch	\$ 20.00
Dinner	\$ 36.00
Total /day	\$ 81.00

Signature: _____

Date: 18-Oct-22

Approved by: _____

CAO/Deputy Clerk/Director

10-210-2024

2123-20116

TRV - GL# -	\$ 190.20
ML- GL# -	\$ 112.00
PD - GL# -	\$ -
OTH - GL# -	\$ 346.50
TOTAL	\$ 648.70