

**MUNICIPALITY OF THE COUNTY OF  
ANTIGONISH**

**Staff Expense Claim Report**

Name: Glenn Horne Date February-23

**OFFICE USE ONLY**  
Paid by  
Municipality

Date	Details of Expense	Km Travelled	TRAVEL (\$ TRV)	MEAL ML	(\$)	PROFESSIONAL DEVELOPMENT (\$ PD)	OTHER OTH	(\$)	Amount (\$)	AMOUNT
February 8 2023	Travel to Guysborough for GDBP Event	120	\$ 61.36						\$ 61.36	\$ 61.36
February 15 2023	Travel to Windsor for Meeting with West Hants Officials	500	\$ 255.65						\$ 255.65	\$ 255.65
									\$ -	\$ -
									\$ -	\$ -
									\$ -	\$ -
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			\$ -						\$ -	\$ -
			\$ -						\$ -	\$ -
			\$ -						\$ -	\$ -
			\$ -						\$ -	\$ -
<b>TOTAL</b>		<b>620</b>	<b>\$ 317.01</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ 317.01</b>	<b>\$ 317.01</b>

TYPES OF EXPENSE:
Expense Codes
TRAV- Travel -Mileage, Parking, Hotel, Taxi
MEAL - Meal Expenses
PD - Professional Development (training/conference)
OTHE - Other - Ie-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
<b>Total /day</b>	<b>\$ 81.00</b>

Signature:   
 Approved by:   
 CAO/Deputy Clerk/Director

Date: 01-Mar-23

10-210-2123-201116

TRV - GL# -	\$ 317.01
ML- GL# -	\$ -
PD - GL# -	\$ -
OTH - GL# -	\$ -
<b>TOTAL</b>	<b>\$ 317.01</b>