

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

**Staff Expense Claim Report**

Name: Glenn Horne Date January-23

**OFFICE USE ONLY**  
Paid by  
Municipality

Date	Details of Expense	Km Travelled	TRAVEL (\$ TRV)	MEAL ML	PROFESSIONAL DEVELOPMENT (\$ PD)	OTHER OTH	Amount (\$)	AMOUNT
Jan 9 2023	Travel to Port Hawkesbury for EDPC Budget Meeting	112	\$ 57.27				\$ 57.27	\$ 57.27
			\$ -				\$ -	\$ -
								\$ -
								\$ -
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			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
<b>TOTAL</b>		<b>112</b>	<b>\$ 57.27</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57.27</b>	<b>\$ 57.27</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: \_\_\_\_\_ Date: Jan 25/23

Approved by: \_\_\_\_\_  
CAO/Deputy Clerk/Director

TRV - GL# -	\$ 57.27
ML- GL# -	\$ -
PD - GL# -	\$ -
OTH - GL# -	\$ -
<b>TOTAL</b>	<b>\$ 57.27</b>