

**MUNICIPALITY OF THE COUNTY OF
ANTIGONISH**

Council Expense Claim Report

Name: **Richelle MacLaughlin**

Month/Year **Nov-24**

**OFFICE USE ONLY
Paid by
Municipality**

District: **3**

Date	Details of Expense	Km Travelled	TRAVEL (\$ TRV)	MEAL (\$ ML)	PROFESSIONAL DEVELOPMENT (\$ PD)	OTHER (\$ OTH)	Amount (\$)	AMOUNT
04-Nov-24	Orientation session in Halifax/return	448	\$ 261.54				\$ 261.54	
04-Nov-24	Supper		\$ -	\$ 36.00			\$ 36.00	
05-Nov-24	Breakfast		\$ -	\$ 15.00			\$ 15.00	
November 4-5	Parking		\$ -			\$ 29.90	\$ 29.90	
November 4-5	Hotel - Prince George		\$ -				\$ -	\$ 306.79
			\$ -				\$ -	
			\$ -				\$ -	
			\$ -				\$ -	
	Internet					\$ 22.50	\$ 22.50	
	Cell Phone Stipend					\$ 40.00	\$ 40.00	
TOTAL		448	\$ 261.54	\$ 51.00	\$ -	\$ 92.40	\$ 404.94	\$ 306.79

TYPES OF EXPENSE
Expense Codes
TRV - Travel - Mileage, Parking, Hotel, Taxi
ML - Meal Expenses
PD - Professional Development (training/conference)
OTH - Other - ie: Phone, Internet, Incidentals
Mileage Rate - \$0.5838/KM

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

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

District 1
Signature: 

Date: 07/01/2025

Approved by: 
(Municipal CAO/Deputy Clerk/Director)

Office Use Only	
TRV - GL# - 10-210-2110-202124	\$ 261.54
ML - GL# - 10-210-2110-202124	\$ 51.00
PD - GL# - 10-210-2110-202124	\$ -
OTH - GL# - 10-210-2110-202124	\$ 92.40
TOTAL	\$ 404.94



The Prince George Hotel
HALIFAX

Richelle Maclaughlin
Antigonish, NS B2G 2K8
Canada

Room No. : 542
Arrival : 11-04-24
Departure : 11-05-24
Folio No. : 348180
Cashier No. : 339
Conf. No. : 2349624

Date	Description	Charges	Credit
11-04-24	Guest Self Parking 542 Richelle Maclaughlin	26.00	
11-04-24	HST Parking 542 Richelle Maclaughlin	3.90	
11-05-24	MasterCard Payment 542 Richelle Maclaughlin XXXXXXXXXXXX3376 XX/XX		29.00
11-05-24	Terrace Food - Breakfast 542 Richelle Maclaughlin	20.00	
11-05-24	HST Terrace 542 Richelle Maclaughlin	3.00	
11-05-24	MasterCard Payment 542 Richelle Maclaughlin XXXXXXXXXXXX3376 XX/XX		2.00
Total Charges		52.90	
Total Credits			
Balance			

Guest Signature: _____