MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

Council Expense Report

Name: Shirlyn Donovan (SHI130) **Month/Year** September-24

CAO

OFFICE USE ONLY
Paid by Municipality

Date	Details of Expense	Km Travelled	TRAVEL($) TRV	MEAL ($) ML	PROFESSIONAL DEVELOPMENT ($) PD	OTHER ($) OTH	Amount ($)	AMOUNT
2024-09-23	Travel to Halifax for AMANS Conference	220	$ 128.44	$ 61.00			$ 189.44	
2024-09-24	Travel to Antigonish and back to Halifax for Committee meetings	440	$ 256.87	$ 61.00			$ 317.87	
2024-09-25	AMANS Conference	10	$ 5.84	$ 25.00			$ 30.84	
2024-09-26	Travel Home from AMANS Conference	220	$ 128.44	$ 25.00			$ 153.44	
2024-09-26	Travel to Port Hawkesbury for EDPC Board Meeting	114	$ 66.55	$ 45.00			$ 111.55	
			$ -				$ -	
			$ -				$ -	
			$ -				$ -	
			$ -				$ -	
			$ -				$ -	
			$ -				$ -	
			$ -				$ -	
			$ -				$ -	
	TOTAL	1004	$ 586.14	$ 217.00	$ -	$ -	$ 803.14	$ -

TYPES OF EXPENSE:

Expense Codes
TRV - Travel - Mileage, Parking, Hotel, Taxi
ML - Meal Expenses
PD - Professional Development (training/conference
OTH - Other - Tel-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.

Signature: Shirlyn Donovan **Date:** September 27, 2024

Approved by:

Office Use Only	
TRV - GL# - 10-210-2123-201116	$ 586.14
ML- GL# - 10-210-2123-201116	$ 217.00
PD - GL# - 10-210-2123-201116	$ -
OTH - GL# - 10-210-2123-201116	$ -
TOTAL	$ 803.14