

**MUNICIPALITY OF THE COUNTY OF
ANTIGONISH**

CAO Expense Report

Name: **Shirlyn Donovan (SHI130)**
CAO

Month/Year

November-25

OFFICE USE ONLY
Paid by Municipality

Date	Details of Expense	Km Travelled	TRAVEL(\$) TRV	MEAL (\$) ML	PROFESSIONAL DEVELOPMENT (\$) PD	OTHER (\$) OTH	Amount (\$)	AMOUNT
2025-09-10	County Infrastructure Tour	94	\$ 55.76				\$ 55.76	
2025-11-03	Boundary Review Havre Boucher	86	\$ 51.02				\$ 51.02	
2025-11-05	NSFM Conference Halifax	215	\$ 127.54				\$ 127.54	
2025-11-05	Breakfast, Dinner, Incidentals		\$ -	\$ 65.00			\$ 65.00	
2025-11-06	Breakfast Breakfast, Dinner, Incidentals		\$ -	\$ 65.00			\$ 65.00	
2025-11-07	Breakfast, Lunch, Incidentals		\$ -	\$ 50.00			\$ 50.00	
2025-11-07	Travel Home from Conference	215	\$ 127.54				\$ 127.54	
2025-11-10	Boundary Review Tracadie	69	\$ 40.93				\$ 40.93	
2025-11-12	Chiefs, Mayors, Wardens, CAO Meeting at Port Hawkesbury Civic Centre & Lunch	113	\$ 67.03	\$ 25.00			\$ 92.03	
2025-11-05/07	Hotel for NSFM Conference		\$ -				\$ -	
			\$ -				\$ -	
			\$ -				\$ -	
			\$ -				\$ -	
			\$ -				\$ -	
			\$ -				\$ -	
TOTAL		698	\$ 469.81	\$ 205.00	\$ -	\$ -	\$ 674.81	\$ -

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 - \$0.5932/KM	

Per Diem Rates	
Meal	Rate per Day
Incidental	\$ 10.00
Breakfast	\$ 15.00
Lunch	\$ 25.00
Dinner	\$ 40.00
Total per day	\$ 90.00

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: Nov. 24/25

Approved by: D. MacIsaac