Municipality of the District of Argyle Expense Claim

Claimant's Name: **Kathy Bourque**

Claimant's Title: **Councillor**

Date expense report posted: **Oct 1-Dec 31, 2023**

Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost ($)	kms driven	Mileage calculated @ 0.5770	Lodging	Meals Breakfast $15	Meals Lunch $20	Meals Dinner $25	Other Expenses Description	Other Expenses Amount	Paid by Municipality directly or Mun credit card	Invoice submitted
10-01-23						-					Ipad monthly internet	7.47	7.47	-
11-01-23											Ipad monthly internet	7.51	7.51	-
12-01-23						-					Ipad monthly internet	6.29	6.29	-
Nov 7 2023	NSFM Conference			1,075.65	540.00	282.55	670.68	40.80	36.27	45.35		-	-	1,075.65
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				1,075.65								21.27	21.27	1,075.65
					Office USE only	-								

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

Sheila Muise — Signed: S Muise
Print name and position: Finance Officer

*APPROVED by:

Marsha d'Eon — Signed: [signature]
Print name and position: Director of Finance

Notes: Travel expenses include, but are not limited to accommodations, transportation and incidentals. Professional development expenses include, but are limited to course registration fees. Business purpose of an expense include, but are not limited to: conferences, meetings, municipal events, professional development.

Alcohol cannot be expensed by an individual to a municipality.

* Municipalities are required by the MGA to report, meals and professional development expenses. Municipalities may choose to report other expenses.

Total Claim:	1,096.92
Less amount paid directly by municipality:	21.27
	1,075.65
Balance Due (Owed):	1,075.65