Municipality of the District of Argyle Expense Claim

Claimant's Name: **Nicole Albright**

Claimant's Title: **Deputy Warden**

Date expense report posted: **October 1 - December 31, 2021**

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 @ 0.4615	Meals Breakfast $15	Meals Lunch $20	Meals Dinner $35	Other Expenses Description	Other Expenses Amount	Credit Card	Invoice
10-01-21										Ipad monthly internet	41.03		41.03
11-01-21										Ipad monthy internet	23.95		23.95
11-16-21	NSFM virtual conference registration fee			365.00	0	-	-	-	-	-	-	-	365.00
12-01-21						-				Ipad monthly internet	57.34		57.34
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				365.00		-	-	-	-		122.32	-	487.32
					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.

Marsha d'Eon — Marsha d'Eon

Print name and position — *Signed*

Director of Finance

*APPROVED by:

ALAIN D. MUISE, CPA, CA

Print name and position — *Signed*

CAO

Notes: Travel exepenses 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 prefessional development expenses. Municipalities may choose to report other expenses.

Total Claim:	487.32
Less amount paid directly by municipality:	487.32
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Balance Due (Owed):	-