Municipality of the District of Argyle Expense Claim

Claimant's Name: **Nicole Albright**

Claimant's Title: **Warden**

Date expense report posted: **Apr 1- June 30 2025**

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 @ 0.5932	Lodging	Meals: Breakfast $20	Meals: Lunch $25	Meals: Dinner $35	Other Expenses: Description	Other Expenses: Amount	Paid by Municipality directly or Municipal Credit card	Invoice submitted
June 2 2025	FCM Conference			1,801.47		84.87	1,371.60	120.00	50.00	175.00				1,801.47
05-28-25	FCM Conference flight			620.21		-	-	-	-	-			620.21	-
04-23-25	FCM Registration			1,441.88									1,441.88	
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				3,863.56								-	2,062.09	1,801.47
					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, Finance Officer

Print name and position *Signed*

*APPROVED by:

Marsha d'Eon, Director of Finance

Print name and position *Signed*

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:	3,863.56
Less amount paid directly by municipality:	2,062.09
	1,801.47
Balance Due (Owed):	1,801.47