

**MUNICIPALITY OF THE COUNTY OF  
ANTIGONISH**

**Staff Expense Claim Report**

Name: Glenn Horne Date June-22

**OFFICE USE ONLY**  
Paid by  
Municipality

Date	Details of Expense	Km Travelled	TRAVEL (\$) TRV	MEAL (\$) ML	PROFESSIONAL DEVELOPMENT (\$) PD	OTHER (\$) OTH	Amount (\$)	AMOUNT
15-Jun-22	Travel to AMA Conference at Oak Island Conference Centre	271	\$ 138.56				\$ 138.56	\$ 138.56
15-Jun-22	Lunch, Dinner, Incidental		\$ -	\$ 66.00			\$ 66.00	\$ 66.00
16-Jun-22	Incidental		\$ -	\$ 10.00			\$ 10.00	\$ 10.00
17-Jun-22	Travel back from AMA Conference at Oak Island Conference Centre	271	\$ 138.56				\$ 138.56	\$ 138.56
17-Jun-22	Breakfast, Lunch		\$ -	\$ 35.00			\$ 35.00	\$ 35.00
21-Jun-22	Travel to Mini-Trail Centre for Plan Antigonish Session	50	\$ 25.57				\$ 25.57	\$ 25.57
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
			\$ -				\$ -	\$ -
<b>TOTAL</b>		<b>592</b>	<b>\$ 302.69</b>	<b>\$ 111.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 413.69</b>	<b>\$ 413.69</b>

TYPES OF EXPENSE:
Expense Codes
TRAV- Travel -Mileage, Parking, Hotel, Taxi
MEAL - Meal Expenses
PD - Professional Development (training/conference)
OTHE - Other - ie-Phone, Internet, Incidentals
Mileage Rate - \$0.5113 KM

Per Diem Rates	
Meal	Per Day
Incidental	\$ 10.00
Breakfast	\$ 15.00
Lunch	\$ 20.00
Dinner	\$ 36.00
<b>Total /day</b>	<b>\$ 81.00</b>

Signature:   
 Approved by:   
 CAO/Deputy Clerk/Director

Date: 28-Jun-22

TRV - GL# -	\$ 302.69
ML- GL# -	\$ 111.00
PD - GL# -	\$ -
OTH - GL# -	\$ -
<b>TOTAL</b>	<b>\$ 413.69</b>

10-210-2128 - 201116