

MONTHLY TRAVEL REPORT AND EXPENSE
WARDEN, COUNCIL and CAO



APRIL 2018

	Date	Destination	Comments on expense	Meal Expenses	Travel & Travel Related Expenses	Professional Development & Training	Total Claim	Cost to Municipality
District 1							7.13	6.47
Councillor Doris Townsend	April	N/A	iPad monthly		7.13		7.13	6.47
District 2							795.30	721.21
Warden Penny Smith	April	N/A	Phone monthly		9.76		9.76	8.85
	April	N/A	iPad monthly		7.19		7.19	6.52
	9-Apr	Halifax	Provincial Volunteer Reception				-	
	18-Apr	Bridgewater	SSREN Meeting				-	
	19-Apr	Truro	CAO/CEO Forum				-	
	23-Apr	Bridgewater	UNSM Regional Meeting		778.35		778.35	705.84
District 3							12.26	11.12
Councillor Norman Wallet	April	N/A	iPad monthly		12.26		12.26	11.12
District 4							-	-
Councillor Terry McIntyre								
District 5							5.75	5.21
Councillor John Roscoe	April	N/A	iPad monthly		5.75		5.75	5.21
District 6							5.75	5.21
Deputy Warden David Levy	April	N/A	iPad monthly		5.75		5.75	5.21
District 7							8.20	7.44
Councillor Roger Taylor	April	N/A	iPad monthly		8.20		8.20	7.44
CAO							1,640.13	1,576.51
Ken Smith	19-Apr	Truro	CAO/CEO Forum	49.54	136.85		186.39	169.40
	April 4/5/6/7	Bridgewater	Travel from Bridgewater		282.00		282.00	282.00
	April 9-20	Bridgewater	Travel from Bridgewater		768.75		768.75	759.65
	4-Apr	N/A	AMA Fee			396.75	396.75	359.80
	April	N/A	Cell monthly		6.24		6.24	5.66
Total Monthly Expenses							2,474.52	2,333.17

Training includes professional development, membership dues, conference fees and skills development. Meals are meals incurred while traveling. Travel and miscellaneous includes accommodations, parking, kilometers, insurance, iPad monthly fees, cell phone monthly fees, email office 365, etc. Expenses will be reported in the month the expense claim is paid to the Councillor/CAO, not necessarily when incurred.