

MONTHLY TRAVEL REPORT AND EXPENSE
WARDEN, COUNCIL and CAO



August 2018

	Date	Destination	Comments on expense	Meal Expenses	Travel & Travel Related Expenses	Professional Development & Training	Total Claim	Cost to Municipality
District 1							12.90	11.71
Councillor Doris Townsend	August	N/A	Ipad August Monthly		12.90		12.90	11.71
District 2							111.47	101.10
Warden Penny Smith	14-Aug	Yarmouth	Develop NS Meeting		92.72		92.72	84.08
	August	N/A	Tablet August monthly		8.97		8.97	8.13
	August	N/A	Cell August monthly		9.78		9.78	8.89
District 3							6.92	5.66
Councillor Norman Wallet	August	N/A	Ipad August Monthly		6.92		6.92	5.66
District 4							-	-
Councillor Terry McIntyre								
District 5							5.75	5.21
Councillor John Roscoe	August	N/A	Ipad August Monthly		5.75		5.75	5.21
District 6							5.75	5.21
Deputy Warden David Levy	August	N/A	Ipad August Monthly		5.75		5.75	5.21
District 7							10.28	9.33
Councillor Roger Taylor	August	N/A	Ipad August Monthly		10.28		10.28	9.33
CAO							1,064.22	965.07
Tom MacEwan	August	N/A	Cell monthly		6.24		6.24	5.66
	31-Aug	N/A	iPhone case		91.99		91.99	83.42
	9-Aug	N/A	iPhone 8 Device		965.99		965.99	875.99
Total Monthly Expenses							1,217.29	1,103.29

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.