

COUNCIL/BOARD MEMBER EXPENSE REPORT

DATE : October 2024


VENDOR # : _____

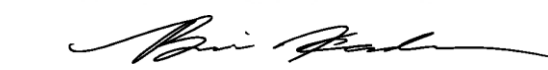
EMPLOYEE: Donna Biggar

CHEQUE #: _____

DEPARTMENT: LEGISLATIVE

		Please fill in date of travel								
Reimbursable costs	GL							Total	GST	Net
Travel/Flight	2-11-00-2211-00							-	-	-
Lodging	2-11-00-2213-00							-	-	-
Meals	2-11-00-2212-00							-	-	-
Parking/Auto Rental/Taxi	2-11-00-2214-00							-	-	-
Other ___ ASB Conf ___	2-62-11-2236-00							-	-	-
Total Travel and Other Costs- From Receipts								-	-	-
Travel costs-flat rate	GL	Dates	Description	Rate	Days/KM	Total		GST	Net	
Lodging	2-11-00-2213-00			130.00		-		-	-	
Meals	2-11-00-2212-00			60.00		-		-	-	
Breakfast	2-11-00-2212-00			10.00		-		-	-	
Lunch	2-11-00-2212-00			20.00		-		-	-	
Dinner	2-11-00-2212-00			30.00		-		-	-	
Conference	2-11-00-2214-00			50.00		-		-	-	
ASB Milage	2-62-11-2211-00			0.70	288.00	201.60		9.60	192.00	
Other Milage	2-11-00-2211-00			0.70	256.00	179.20		8.53	170.67	
Total Per Diem and Mileage Costs							380.80	18.13	362.67	

EMPLOYEE SIGNATURE: _____


SUPERVISOR SIGNATURE: _____


TOTAL NET EXPENSES	362.67
GST	18.13
TOTAL REIMBURSMENT	380.80

** A \$100 allowance per month for cellular phone has been added to each councilor's pay through payroll. **