

COUNCIL/BOARD MEMBER EXPENSE REPORT

DATE : November 2024
 EMPLOYEE: Scott Klassen
 DEPARTMENT: LEGISLATIVE

VENDOR # : _____
 CHEQUE #: _____

		Please fill in date of travel						Total	GST	Net
Reimbursable costs	GL									
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 X ASB Conf _____	2-11-00-2235-00						-	-	-	
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	4	RMA	10.00	1.00	10.00	0.24	9.76		
Lunch	2-11-00-2212-00			20.00		-	-	-		
Dinner	2-11-00-2212-00	3	RMA	30.00	1.00	30.00	0.71	29.29		
Conference	2-11-00-2214-00	3-7	RMA	50.00	1.00	50.00	2.38	47.62		
ASB Milage (over 5000)	2-62-11-2211-00			0.64	-	-	-	-		
Other Milage (over 5000)	2-11-00-2211-00			0.64	992.00	634.88	30.23	604.65		
Total Per Diem and Mileage Costs							724.88	33.56	691.32	

EMPLOYEE SIGNATURE: 

SUPERVISOR SIGNATURE: 

TOTAL NET EXPENSES	691.32
GST	33.56
TOTAL REIMBURSMENT	724.88

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