

COUNCIL/BOARD MEMBER EXPENSE REPORT

DATE : May 2023

VENDOR # : _____


EMPLOYEE: Rick Laursen

CHEQUE #: _____

DEPARTMENT: LEGISLATIVE

		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 <u>ASB Conf</u>	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			0.68	-	-	-	-		
Other Milage	2-11-00-2211-00			0.68	934.00	635.12	30.24	604.88		
Total Per Diem and Mileage Costs							635.12	30.24	604.88	

EMPLOYEE SIGNATURE:



SUPERVISOR SIGNATURE:



TOTAL NET EXPENSES	604.88
GST	30.24
TOTAL REIMBURSMENT	635.12

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