

COUNCIL/BOARD MEMBER EXPENSE REPORT

DATE : November 2023
 EMPLOYEE: Donna Biggar
 DEPARTMENT: LEGISLATIVE

VENDOR # : _____
 CHEQUE # : _____

		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 <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	1.00	60.00	1.43	58.57		
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	1,630.00	1,108.40	52.78	1,055.62		
Total Per Diem and Mileage Costs							1,168.40	54.21	1,114.19	

EMPLOYEE SIGNATURE: _____
 SUPERVISOR SIGNATURE: _____

TOTAL NET EXPENSES	1,114.19
GST	54.21
TOTAL REIMBURSEMENT	<u>1,168.40</u>

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