



## COUNCIL/BOARD MEMBER EXPENSE REPORT

DATE : November 2023  
 EMPLOYEE: Rick Laursen  
 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							-	-	-
<b>Total Travel and Other Costs- From Receipts</b>								<b>-</b>	<b>-</b>	<b>-</b>
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 (over 5000)	2-11-00-2211-00			0.62	1,986.00	1,231.32	58.63	1,172.69		
<b>Total Per Diem and Mileage Costs</b>							<b>1,231.32</b>	<b>58.63</b>	<b>1,172.69</b>	

EMPLOYEE SIGNATURE: 

SUPERVISOR SIGNATURE: 

<b>TOTAL NET EXPENSES</b>	<b>1,172.69</b>
<b>GST</b>	<b>58.63</b>
<b>TOTAL REIMBURSMENT</b>	<b><u>1,231.32</u></b>

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