



## COUNCIL/BOARD MEMBER EXPENSE REPORT

DATE : February 2024


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						-	-	-	
<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			0.70	-	-	-	-		
Other Milage	2-11-00-2211-00			0.70	1,080.00	756.00	36.00	720.00		
<b>Total Per Diem and Mileage Costs</b>							<b>756.00</b>	<b>36.00</b>	<b>720.00</b>	

EMPLOYEE SIGNATURE: 

SUPERVISOR SIGNATURE: 

<b>TOTAL NET EXPENSES</b>	<b>720.00</b>
<b>GST</b>	<b>36.00</b>
<b>TOTAL REIMBURSEMENT</b>	<b>756.00</b>

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