

COUNCIL/BOARD MEMBER EXPENSE REPORT

DATE : November 2025
 EMPLOYEE: Donna Biggar
 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						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 (over 5000)	2-62-11-2211-00						0.72	-	-	-	-
Other Milage (over 5000)	2-11-00-2211-00						0.72	316.00	227.52	10.83	216.69
Total Per Diem and Mileage Costs								227.52	10.83	216.69	

EMPLOYEE SIGNATURE: _____
 SUPERVISOR SIGNATURE: _____

TOTAL NET EXPENSES	216.69
GST	10.83
TOTAL REIMBURSEMENT	227.52

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