



## COUNCIL/BOARD MEMBER EXPENSE REPORT

DATE : December 2025



VENDOR # : \_\_\_\_\_

EMPLOYEE: Scott Klassen

CHEQUE #: \_\_\_\_\_

DEPARTMENT: LEGISLATIVE

		<i>Please fill in date of travel</i>						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							-	-	-
<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 (over 5000)	2-62-11-2211-00			0.72	-	-	-	-		
Other Milage (over 5000)	2-11-00-2211-00			0.72	538.00	387.36	18.45	368.91		
<b>Total Per Diem and Mileage Costs</b>						<b>387.36</b>	<b>18.45</b>	<b>368.91</b>		

EMPLOYEE SIGNATURE: \_\_\_\_\_  
  
 SUPERVISOR SIGNATURE: \_\_\_\_\_  


<b>TOTAL NET EXPENSES</b>	<b>368.91</b>
<b>GST</b>	<b>18.45</b>
<b>TOTAL REIMBURSEMENT</b>	<b><u>387.36</u></b>

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