



### COUNCIL/BOARD MEMBER EXPENSE REPORT

DATE : January 2026  
 EMPLOYEE: Berle Hebbes  
 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							-	-	-
<b>Total Travel and Other Costs- From Receipts</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			0.73	20.00	14.60	0.70	13.90		
Other Milage	2-11-00-2211-00			0.73	132.00	96.36	4.59	91.77		
<b>Total Per Diem and Mileage Costs</b>							<b>110.96</b>	<b>5.29</b>	<b>105.67</b>	

EMPLOYEE SIGNATURE: 

SUPERVISOR SIGNATURE: 

<b>TOTAL NET EXPENSES</b>	<b>105.67</b>
<b>GST</b>	<b>5.29</b>
<b>TOTAL REIMBURSEMENT</b>	<b>110.96</b>

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