Model Municipal Expense Reporting Form

Claimant's Name: **Town of Trenton**

Date: **April 1, 2026 - June 30, 2026**

Name & Position	Date Expenses Incurred	Business Purpose of Expense: must include (if applicable): date of travel & destination	Professional Development Expense Type	Travel Expense Type	Travel/Prof Dev Cost ($)	kms driven	Mileage calculated @ 0.589 HST included	Meals				Other Expenses	Paid by Municipality	
								Breakfast	Lunch	Dinner	Other		Credit Card	Invoice
Mayor Alec Dove	April 29-May 1, 2026	NSFM Spring Conference Yarmouth		mileage		916.00	491.52		45.55	27.33				564.39
			Registration		550.23									550.23
			Accomodations		297.38								297.38	
Mayor Alec Dove	June 3-7, 2026	FCM annual conference Edmonton	Registration		1,208.88								1,208.88	
			Flights		844.07									844.07
			Accomodations		1,460.24									1,460.24
			Taxi,mileage,meals			262.00	265.09		17.22	62.30				344.61
Mayor Alec Dove	April 1-June 30, 2026	various meetings mileage		mileage		469.00	251.34							251.34
Deputy Mayor Nicole LeBlanc	April 16, 2026	Coastal NS awards dinner Wellness Centre										68.88	68.88	
Councillor Stephanie Mackinnon	April 16, 2026	Coastal NS awards dinner Wellness Centre										68.88	68.88	
Councillor Donnie Cullen	April 16, 2026	Coastal NS awards dinner Wellness Centre										68.88	68.88	
Councillor Donnie Cullen	June 3-7, 2026	FCM annual conference Edmonton	Registration		1,224.99								1,224.99	
			Flights		1,004.86									1,004.86
			Accomodations		1,149.50									1,149.50
			Taxi,mileage,	mileage		294.00	202.32							202.32
CAO Gabryel Joseph	April 29-May 1, 2026	NSFM Spring Conference Yarmouth	Mileage,meals	mileage		905	485.62			27.33				512.95
		& meeting in Halifax re new school	Registration		602.2									602.20
			Accomodations		297.38								297.38	
CAO Gabryel Joseph	June 3-7, 2026	FCM annual conference Edmonton	Registration		1236.18								1,236.18	
			Flights		974.42								974.42	
			Accomodations		1189.17								1,189.17	
			Parking at Airport		245.98								245.98	
CAO Gabryel Joseph	June 11-12, 2026	AMA Spring conference Digby	Registration		497.55								497.55	
CAO Gabryel Joseph	April 7-May 12, 2026	various meetings mileage		mileage		238.00	127.60							127.60
				-	12,783.03		1,823.49	-	62.77	116.96	-	206.64	7,378.57	7,614.31

Notes:
Travel expenses include, but are not limited to accommodations, transportation and incidentals
Professional development expenses include, but are not limited to course registration fees
Business purpose of an expense include, but are not limited to: confernces, meetings, municipal events, professional development
Alcohol cannot be expensed by an individual to a municipality
*Municipalities are required by the MGA to report travel, meals and professional development expenses. Municipalities may choose to report other expenses.

Total Claim: 14,992.89