Town of Annapolis Royal Reporting Form

Annapolis Royal — Nova Scotia

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Claimant's Name:	Sandi Millett-Campbell
Claimant's Title:	Chief Administrative Officer
Date expense report posted:	April 1 2025 to June 30 2025

Date Expense 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 @ 0.5932	Meals: Breakfast	Lunch	Dinner	Other	Other Expenses	Total including HST Rebate	Paid by Municipality: Credit Carc	Cheque	Invoice
April 1 2025	cell phone	01-21290Z									$40.40	36.81			
Apr 3 2025	attended funeral for Elder Agnes Potter	01-21214C			60	$35.59						$32.47		16480	
Apr 7 2025	LCDC meeting- Lawrencetown	01-21214C			80	$47.46						$43.29		16480	
Apr 10 2025	IMSA meeting at Valley Waste	01-21214C			186	$110.34						$100.66		16480	
Apr 30-May 2	NSFM conference- New Minas	01-21214C			439	$260.41		$25.00	$70.00	$20.00		$342.01		16508	
May 1 2025	NSFM conference fee	01-21214C									$ 602.10	$548.97		16556	
Apr 30-May 1	Accomodations- NFSM conference	01-21214c									$ 326.42	$297.38			
May 1 2025	cell phone	01-21290Z									$ 40.39	$36.76			
May 22 2025	ACIMWG- Middleton w/Deputy Mayor	01-21214C			52	$30.85						$26.10		16538	
May 26 2025	AIM workshop- Natural Assets- Halifax	01-21214D			418	$247.96						$225.90		16538	
May 26 2025	LCDC AGM meeting- Lawrencetown	01-21214C				$0.00			$35.00			$31.88		16538	
June 1 2025	cell phone	01-21290Z									$ 40.38	$36.79			
June 18 2025	ISMA meeting w/mayor	01-21130B			200	$118.64						$108.08		16610	
			Total	$0.00		$851.24	$0.00	$25.00	$105.00	$20.00	$ 1,009.29				
												$1,830.29			

* audited by:

Melony Robinson, Director of Finance, CPA, MBA
Print Name and Position

M Robinson
Signed

Total Expenses: $2,010.53

Notes:
Travel Expenses include but are not limited to accomodations, transportaion and incidentals
Professional development expenses include, but are not limited to course registration fees
business purposes of an expense include but are not limnited to: conferences, 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.

INCLUDE CELL PHONES, ALL HOTELS (VISA), 0121130B,0121130A