

MONTHLY TRAVEL REPORT AND EXPENSE
WARDEN, COUNCIL and CAO



December 2019

	Date	Destination	Comments on expense	Meal Expenses	Travel & Travel Related Expenses	Professional Development & Training	Cost to Municipality
District 1							122.89
Councillor Doris Townsend	December	N/A	IPad Monthly		10.29		10.29
	November	N/A	Microsoft Office 365- Email		8.90		8.90
	December	N/A	Microsoft Office 365- Email		8.90		8.90
	December	Yarmouth	Western Regional Library				
	December	Shelburne	Council		94.80		94.80
District 2							562.35
Warden Penny Smith	December	N/A	IPad Monthly		9.35		9.35
	December	N/A	Cell Monthly		11.64		11.64
	November	N/A	Microsoft Office 365- Email		8.89		8.89
	December	N/A	Microsoft Office 365- Email		8.89		8.89
	December	Halifax	NSFM Conference		645.15		645.15
	December	Halifax	NSFM Conference-Adjustment		(121.57)		(121.57)
District 3							101.73
Councillor Norman Wallet	December	N/A	IPad Monthly		5.34		5.34
	November	N/A	Microsoft Office 365- Email		8.90		8.90
	December	N/A	Microsoft Office 365- Email		8.90		8.90
	September	Shelburne	COW				
	September	Shelburne	Council				
	October	Shelburne	COW				
	October	Shelburne	MDS-Paul Wills				
	October	Shelburne	Council				
	November	Shelburne	COW				
	November	Shelburne	Audit and Internal Control				
	November	Shelburne	Council				
	December	Shelburne	Audit and Internal Control		78.59		78.59
District 4							-
Councillor Terry McIntyre							
District 5							23.01
Councillor John Roscoe	December	N/A	IPad Monthly		5.21		5.21

Training includes professional development, membership dues, conference fees and skills development. Meals are meals incurred while traveling. Travel and miscellaneous includes accommodations, parking, kilometers, insurance, iPad monthly fees, cell phone monthly fees, email office 365, etc. Expenses will be reported in the month the expense claim is paid to the Councillor/CAO, not necessarily when incurred.

**MONTHLY TRAVEL REPORT AND EXPENSE
WARDEN, COUNCIL and CAO**



December 2019

	November	N/A	Microsoft Office 365- Email		8.90	8.90
	December	N/A	Microsoft Office 365- Email		8.90	8.90
District 6						23.01
Deputy Warden David Levy	December	N/A	IPad Monthly		5.21	5.21
	November	N/A	Microsoft Office 365- Email		8.90	8.90
	December	N/A	Microsoft Office 365- Email		8.90	8.90
District 7						573.84
Councillor Roger Taylor	December	N/A	IPad Monthly		32.46	32.46
	November	N/A	Microsoft Office 365- Email		8.90	8.90
	December	N/A	Microsoft Office 365- Email		8.90	8.90
	December	Halifax	NSFM Conference		523.58	523.58
CAO						11.94
Trudy Payne	December	N/A	Cell Monthly		11.94	11.94
Interm CAO						1,106.66
Ken Smith	November	Bridgewater & Return	Travel to MODS			
	November	Bridgewater & Return	Travel to MODS			
	November	Bridgewater & Return	Travel to MODS			
	November	Bridgewater & Return	Travel to MODS			
	November	Shelburne	Travel to MODS			
	November	Bridgewater	Travel to MODS			
	November	Bridgewater & Return	Travel to MODS			
	December	Bridgewater & Return	Travel to MODS			
	December	Bridgewater & Return	Travel to MODS			
	December	Shelburne	Travel to MODS			
	December	Bridgewater	Travel to MODS		831.57	831.57
	November	Shelburne	Accomodations		208.57	208.57
	November	Barrington & Return	Meeting			
	December	Barrington & Return	Orientation for New CAO		66.52	66.52
					Total Monthly Expenses	\$ 2,525.43

Training includes professional development, membership dues, conference fees and skills development. Meals are meals incurred while traveling. Travel and miscellaneous includes accommodations, parking, kilometers, insurance, iPad monthly fees, cell phone monthly fees, email office 365, etc. Expenses will be reported in the month the expense claim is paid to the Councilor/CAO, not necessarily when incurred.