



	Date	Destination	Comments on expense	Meals & Beverage Expenses	Gifts	Meeting Space	Other	Cost to Municipality
October 2024				-	-	-	-	-
November 2024				-	-	-	-	-
December 2024				-	-	-	-	-
Total Quarterly Expenses								<u>-</u>

Hospitality includes expenses incurred while hosting individuals from outside government for reasons of diplomacy, protocol, business, etc. Examples include receptions, ceremonies, conferences, performances or other group events. Expenses will be reported in the month the expense is paid, not necessarily when incurred.