# COUNCIL & CAO EXPENSE TEMPLATE

Claimant's Name: Keith MacDonald MAC203 10-210-2121-201107
Claimant's Title: CAO

Month: N/A
Year: 2025

| | | | Travel | | | | Meals | | | | Professional Development | Other | Total Expense |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Date Expense Incurred | Business Purpose of Expense: must include: meeting name/conference | Location | kms driven | Mileage calculated @ 0.5838 | Other incidentals and accommodation | Total Travel | Breakfast 13.00 | Lunch 15.00 | Dinner 20.00 | Total Meals | Includes all professional development and training | Includes any other Councillor-related expenses | |
| | | | | 0.00 | | - | | | | - | | | - |
| | | | | 0.00 | | - | | | | - | | | - |
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| | | | | 0.00 | | - | | | | - | | | - |
| | | | | 0.00 | | - | | | | - | | | - |
| | | | | 0.00 | | - | | | | - | | | - |
| | | | | 0.00 | | - | | | | - | | | - |
| | | | | - | | - | | | | - | | | - |
| Total | | | - | | | $ - | | | | $ - | $ - | $ - | $ - |
| | | | | | | TRAVEL | | | | MEALS | PD | OTHER | TOTAL EXPENSE |

**NO EXPENSES CLAIMED AT THIS TIME**