ELECTED OFFICIALS EXPENSE FORM

NAME: _____ FOR MONTH OF: _____

DATE	DESCRIPTION OF MEETING	**Mileage - $0.505 per km Breakfast - $15.00 Lunch - $20.00 Supper - $25.00 Taxi, Parking – Receipt required Accommodations – Receipt required**
TOTAL		

_____ _____

Signature of Elected Official Approved by (Mayor or Deputy Mayor)

Expense Form is to be submitted to the Administrative Office at the second Council meeting of each month. Remuneration and meeting fees are submitted on a different form but should accompany this form.

Should there only be one scheduled Council meeting in any month, the expense form is to be submitted on that day.