

CBRM Expense Claim

Steven MacNeil

Claim ID	Status	Status Date	Created	Submitted
7676	New Claim	24-Oct-25	24-Oct-25	
	Employee	Cost Centre	GL	Work Order
	Steven MacNeil	Council		

# of KM	KM Total	Per Diem	Hotel	Other	HST	Total Claim	Cash Adv	Payout Amt
0.00	0.00	470.00	1311.68	322.06	258.37	2103.74	0.00	\$2,103.74

Travel Outside CBRM

Start Date	Return Date	Destination	Purpose Of Travel
05-Oct-25	10-Oct-25	Kingston	Creative City Summit

Travel Outside Claim Items

Date	Cost Code	Item Type	Item Description	Amount
05-Oct-25	6030	Hotel		\$201.12
05-Oct-25	6030	Other	Gas	\$83.02
05-Oct-25	6030	Per Diem - Breakfast		\$20.00
05-Oct-25	6030	Per Diem - Lunch		\$25.00
05-Oct-25	6030	Per Diem - Supper		\$40.00
06-Oct-25	6030	Per Diem - Breakfast		\$20.00
06-Oct-25	6030	Per Diem - Lunch		\$25.00
06-Oct-25	6030	Per Diem - Supper		\$40.00
07-Oct-25	6030	Per Diem - Breakfast		\$20.00
07-Oct-25	6030	Per Diem - Lunch		\$25.00
08-Oct-25	6030	Per Diem - Breakfast		\$20.00
08-Oct-25	6030	Per Diem - Lunch		\$25.00
08-Oct-25	6030	Per Diem - Supper		\$40.00
09-Oct-25	6030	Per Diem - Breakfast		\$20.00
09-Oct-25	6030	Per Diem - Lunch		\$25.00
09-Oct-25	6030	Per Diem - Supper		\$40.00
10-Oct-25	6030	Hotel		\$1,110.56
10-Oct-25	6030	Other	Gas	\$239.04
10-Oct-25	6030	Per Diem - Breakfast		\$20.00
10-Oct-25	6030	Per Diem - Lunch		\$25.00
10-Oct-25	6030	Per Diem - Supper		\$40.00
Total:				\$2,103.74

NAME	DATE	COST CENTER	GL ACCOUNT	ITEM TYPE	ITEM DESCRIPTION	AMOUNT CAD
Steven MacNeil	2029-10-06	Council	6030	Conference fee	Kingston Creative City Summit - charged to CC September 26, 2025	925.37
Steven MacNeil	2029-10-06	Council	6030	Rental Invoice	Avis Rent a Car - Oct 5-12, 2025	233.39
					Total	1,158.76

CBRM Expense Claim

Steven MacNeil

Claim ID	Status	Status Date	Created
7744	New Claim	10-Nov-25	10-Nov-25
Employee	Cost Centre	GL	
Steven MacNeil	Council	6030	

# of KM	KM Total	Per Diem	Hotel	Other	HST	Total Claim	Cash Adv	Payout Amt
422.00	244.76	215.00	488.76	0.00	116.49	948.52	0.00	\$948.52

Travel Outside CBRM

Start Date	Return Date	Destination	Purpose Of Travel
05-Nov-25	07-Nov-25	Halifax	NSFM Fall Conference

Travel Outside Claim Items

Date	Cost Code	Item Type	Item Description	Amount
05-Nov-25	6030	Hotel		\$488.76
05-Nov-25	6030	Kilometers	422.00 kms @ 0.5800 per km	\$244.76
05-Nov-25	6030	Per Diem - Breakfast		\$20.00
05-Nov-25	6030	Per Diem - Lunch		\$25.00
05-Nov-25	6030	Per Diem - Supper		\$40.00
06-Nov-25	6030	Per Diem - Breakfast		\$20.00
06-Nov-25	6030	Per Diem - Lunch		\$25.00
06-Nov-25	6030	Per Diem - Supper		\$40.00
07-Nov-25	6030	Per Diem - Breakfast		\$20.00
07-Nov-25	6030	Per Diem - Lunch		\$25.00
Total:				\$948.52

NAME	DATE	COST CENTER	GL ACCOUNT	ITEM TYPE	ITEM DESCRIPTION	AMOUNT CAD
Steven MacNeil	2025-11-03	Council	6030	Conference fee	NSFM Fall Conference Registration	\$855.00