CBRM Expense Claim

Stephen MacKinnon Jun 25, 2026

Claim ID	Status	Status Date	Created		
9004	Finance Acknowledged	08-Apr-26	19-Feb-26		

Employee	Cost Centre	GL
Stephen MacKinnon	POLHQ	6030

# of KM	KM Total	Per Diem	Hotel	Other	HST	Total Claim	Cash Adv	Payout Amt
0.00	0.00	98.00	0.00	7.00	12.90	105.00	0.00	$105.00

Travel Outside CBRM

Start Date	Return Date	Destination	Purpose Of Travel
18-Feb-26	19-Feb-26	Halifax, N.S	LETR Inspired Gala

Travel Outside Claim Items

Date	Cost Code	Item Type	Item Description	Amount
18-Feb-26	6030	Per Diem - Breakfast		$20.00
18-Feb-26	6030	Per Diem - Lunch		$25.00
18-Feb-26	6030	Incidentals		$8.00
19-Feb-26	6030	Other	Incidental Difference	$7.00
19-Feb-26	6030	Per Diem - Breakfast		$20.00
19-Feb-26	6030	Per Diem - Lunch		$25.00
			Total:	$105.00

CORPORATE CARD

Account Name	STEPHEN MACKINNON
Company Name	CAPE BRETON REGIONAL MUNICIPALITY

PERIOD COVERED BY THIS STATEMENT

Feb. 16, 2026 - Mar. 15, 2026

TRANS DATE	POSTING DATE	DESCRIPTION	AMOUNT ($)
Feb. 18	Feb. 23	SUTTON PLACE HOTEL HALIFAX NS	268.77
Feb. 19	Feb. 20	CIRCLE K / IRVING #207 ENFIELD NS	83.01

Report any items which do not agree with your records within 30 days of the statement date.

P.O. BOX/CP 5000
STN/SUCCURSALEF
TORONTO ON M4Y 2T1

STEPHEN MACKINNON
ATTN: FINANCE DEPARTMENT
320 ESPLANADE
SYDNEY NS B1P 7B9

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**For your records only.
No payment required.**