

Request and Approval to Incur Hospitality Event Expenses Form

All hospitality-related expenses require prior authorization. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy for further information.


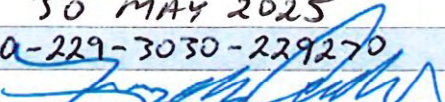
Destination and Purpose

Date of Request	May 12 th , 2025
Department	Emergency Services
Employee Name	Steve Marcellus
Title	Emergency Services Coordinator
Location	Louisdale Lion's Club
Date Of Event	May 29 th , 2025
Purpose of Event or Activity	Community Evacuation and Re-entry Course through NSDEM – Nova Scotia Department of Emergency Management

Estimated Hospitality Expense Details

Number of Attendees	Cost based on 36 participants (20 confirmed)
Meal Costs	\$984.96
Meeting space Costs	\$150.00
Gratuities	\$129.60
Gift Costs	N/A
Other expenses	\$125.00 if kitchen is used
Total Expenses	\$1389.56

Approval

Claimant Signature	
Date Submitted	30 MAY 2025
GL Code	10-229-3030-229270
CAO Approval	

05460

LOUISDALE LIONS CLUB COMMUNITY CENTRE

3128 WHITESIDE ROAD, PO BOX 686

LOUISDALE , NS B0E1V0

MAY 29TH, 2025

INVOICE # 1187

MUNICIPALITY OF THE COUNTY OF RICHMOND

% STEVE MARCELLUS (EMO COORDINATOR)

-RENTAL OF LOUISDALE LIONS COMMUNITY CENTRE THURSDAY MAY 29TH, 2025. (EMO TRAINING SESSION).....\$150.00

-TECHNOLOGY FEE \$25.00

TOTAL INVOICE:.....\$175.00



THANKING YOU,

Robert Goyetche
ROBERT GOYETCHE (DEN RENTAL CHAIR)

PLEASE MAKE CHEQUE PAYABLE TO LOUISDALE LIONS CLUB AT THE ABOVE ADDRESS OR E-TRANSFER louisdalelionsclub2024@outlook.com

HST 2

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	
Add. & Ext. Checked.....	
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't. No. 10-229-3070-229270 ✓	

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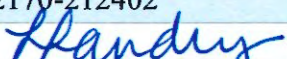
Destination and Purpose

Date of Request	June 18, 2025
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk
Location	Island Nest Restaurant
Date Of Event	June 18, 2025
Purpose Of Event or Activity	Lunch for the Mayor and CAO of the Town of Pictou

Estimated Hospitality Expense Details

Number of Attendees	Three (3): Mayor and CAO of the Town of Pictou, Troy Mac Culloch, CAO
Meal Costs	60.23
Meeting Space Costs	
Gratuities	
Gift Costs	
Other expenses	
Total Expenses	60.23

Approval

Claimant Signature	
Date Submitted	June 18, 2025
GL Code	10-212-2170-212402
CAO Approval	

08696

Municipality of the County of Richmond
AUTHORIZATION OF PAYMENTS

DATE:

18 June, 2025

PLEASE MAKE PAYABLE TO:

NAME:

Island Nest Restaurant

ADDRESS:

[Empty address box]

AMOUNT:

\$60.23

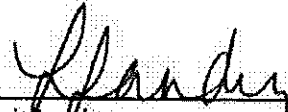
DETAILS OF PAYMENT:

Lunch for Mayor and CAO of Town of Pictou and CAO MacCulloch, MCOR

TOTAL 60.23

Goods Rec'd.	Date	Initial	AS
Prices Checked			AS
Add. & Ext. Checked			AS
Approval for Payment	AS		AS
Discount Date			
Paid by Cheque No.			
Distribution Acct. No.	10212 2170 212402 ✓ Hospitality		

HST3


Lois Landry
Warden, MCOR

DUPLICATE#1

THE ISLAND NEST

13:13:26 6/18/25 #44628

1 CLUBHOUSE PL	\$10.50
< FRIES	\$4.00
<GRAVY ON SIDE	\$2.00
1 CLUBHOUSE PL	\$10.50
< FRIES	\$4.00
1 CLUBHOUSE PL	\$10.50
< CAESAR	\$6.00
1 GINGER ALE	\$1.69
BOTTLE DEPOSIT	\$0.10
2 DIET COKE	\$3.38
BOTTLE DEPOSIT	\$0.20
SUB-TOTAL	\$52.87
HST	\$7.35
TOTAL	\$60.23