



Hospitality Expenses

Month/Year	Destination	Comments on Expense	Meals & Beverage Expenses	Meeting Space	Gratuities	Gift	Other	Cost to Municipality
January 16, 2025	Lousidale	IDEA Advisory Committee Meeting	\$ 24.48	\$ -	\$ -	\$ -	\$ -	\$ 24.48
Total Quarterly Expenses								\$ 24.48

03174



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	January 15, 2025
Department	Community Development & Recreation
Employee Name	Shannon Mury
Title	Director
Location	Richmond Arena
Date Of Event	January 16, 2025
Purpose Of Event Or Activity	IDEA Advisory Committee meeting to discuss the priorities of the updated plan due April 1, 2025.

Estimated Hospitality Expense Details

HST 2

Number of Attendees	15	Goods Rec'd. Date.....Initial.....	
Meal Costs	\$50	Prices Checked.....	
Meeting space Costs		Add. & Ext. Checked.....	
Gratuities		Approval for Payment.....	
Gift Costs		Discount Date.....	
Other expenses		Paid by Cheque No.....	
Total Expenses	\$50	Distribution Acct No.....	10-212-2170-212410

Approval

Claimant Signature	<i>Shannon Mury</i>
Date Submitted	January 15, 2025
GL Code	10-212-2170-212410
CAO Approval	<i>[Signature]</i>



Charles Forest CO-OP
 2743 HIGH ROAD
 ARICHAT, NS
 B0E 1A0

Served by: WANDA

Member card number: *****418
 Member card number: *****438

Meat & Chs Noblr	\$24.48 C

SUBTOTAL	\$24.48
TOTAL TAX	\$0.00
TOTAL	\$24.48
Charge Account	TENDER \$24.48
Cash	CHANGE \$0.00
NUMBER OF ITEMS	1

SCENE+ POINTS	
Member number:	*****418
Your SCENE+ POINTS Balance	
Scene+ Balance	967

Name

Signature

Term	Tran	Store	Oper	01/16/25
2	8112	9277	118	15:30:45

Thank You for Shopping
 Charles Forest CO-OP
 HST #102924792RT

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 bonus Scene+ points until
 March 02 2025.

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 the new 5 minute online
 Customer Survey by visiting:
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NO PURCHASE NECESSARY.

Rules on Contest website. Eligible for
 residents over the age of majority of
 New Brunswick; Newfoundland and
 Nova Scotia and Prince Edward Island.
 Contest ends Feb 1 2025.