



## 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.


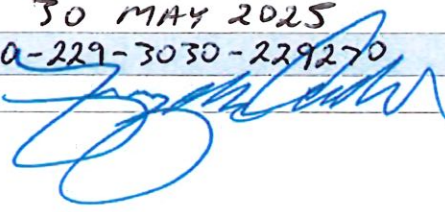
### Destination and Purpose

Date of Request	May 12 <sup>th</sup> , 2025
Department	Emergency Services
Employee Name	Steve Marcellus
Title	Emergency Services Coordinator
Location	Louisdale Lion's Club
Date Of Event	May 29 <sup>th</sup> , 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
<b>Total Expenses</b>	<b>\$1389.56</b>

### 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 29<sup>TH</sup>, 2025**

**INVOICE # 1187**

**MUNICIPALITY OF THE COUNTY OF RICHMOND**

**% STEVE MARCELLUS (EMO COORDINATOR)**

**-RENTAL OF LOUISDALE LIONS COMMUNITY CENTRE THURSDAY MAY 29<sup>TH</sup>, 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](mailto:louisdalelionsclub2024@outlook.com)**

HST 2

Goods Rec'd. Date.....	Initial.....
Prices Checked.....	10 8
Add. & Ext. Checked.....	8
Approval for Payment.....	
Discount Date.....	
Paid by Cheque No.....	
Distribution: Acc't. No. 10-229-3070-229270 ✓	