

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.


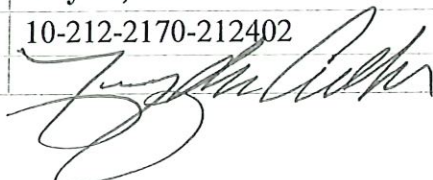
Destination and Purpose

Date of Request	July 23, 2025
Department	Administration
Employee Name	Shelley David
Title	Municipal Clerk
Location	Louisdale Lions Club Hall, Louisdale
Date Of Event	July 25, 2025
Purpose Of Event Or Activity	Housing Forum

✘ Estimated Hospitality Expense Details

Number of Attendees	Approx. 25
Meal Costs	\$200.00 – Morning Break – Tea/Coffee/Cookies
Meeting Space Costs	\$150.00 – Hall Rental
Gratuities	\$30.60
Gift Costs	
Other expenses	\$ 25.00 – Technology Fee
Total Expenses	\$405.60

Approval

Claimant Signature	
Date Submitted	July 23, 2025
GL Code	10-212-2170-212402
CAO Approval	

LOUISDALE LIONS CLUB COMMUNITY CENTRE

3128 WHITESIDE ROAD, PO BOX 686

LOUISDALE , NS B0E1V0

JULY 25TH, 2025

INVOICE # 9034

MUNICIPALITY OF THE COUNTY OF RICHMOND

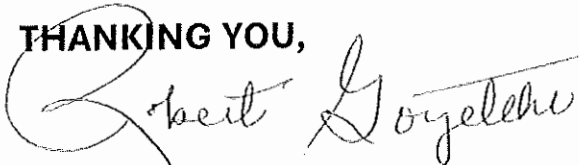
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**- RENTAL OF LOUISDALE LIONS COMMUNITY CENTRE FRIDAY JULY 25TH,
2025 (HOUSING MEETING).....\$75.00**

- TECHNOLOGY FEE.....\$25.00

TOTAL INVOICE:..... **\$100.00**

THANKING YOU,



ROBERT GOYETCHE (DEN RENTAL CHAIR)

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

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

MA

HST 2

212-2170-212402 ✓

