

Municipality of the District of St. Mary's

Hospitality Expense Form

Department
Administration

Name	Title
Janelle Fleet	Municipal Clerk

Purchases

Date	Description	Amount	Budget Line Item
June 24/26	Lunch for 30 @ 12 per person supplied by Sherbrooke Village.	\$ 410.46	
June 24/26	Additional drinks & food	\$ 104.12	
Total		\$ 514.58	

Summary

Budget Line Item	Amount
Total	

Authorization

☐ Preauthorization form attached

If preauthorization not obtained please complete the following:

Reason preauthorization was not possible: _____

Purpose of Event: Lieutenant Governor Visit

Number of Attendees: 30

Janelle Fleet

Signature

M. Traor

Approved By

August 4/26

Date

Aug. 4/26.

Date