DESCRIPTION OF THE PROPOSED EXPENSE -

The proposed expenditure can generally be considered under the following allowable purpose:

- Conference/seminar
- Advertising
- Educational Course
- Ward Matters
- Gift/Souvenir
- Forum Hosting
- Spousal/hosting expense
- Office Support
- Contract Assistance
- In-town travel
- Not Applicable

(Categorizing the proposed expenditure with the context of the allowable fund use is intended to assist the Corporate Services Committee in its exception granting recommendation to Council.)

EXPENSE TOTAL $ __________________________

- Approximately
- Taxes included
- Taxes additional

This is a one-time expense _____ yes _____ no

There is a policy change related to this proposed expenditure that should be considered (please attach additional relevant information) _____ yes _____ no

BACKGROUND – information demonstrating how the proposed expense will support the performance of the diverse role of representing constituents.

- Additional documentation attached