

TOWN OF HUDSON, NH EXPENSE REPORT

Staple receipts in this

NAME Michael D. O'Keefe

000330 ✓

DEPARTMENT Community Media - HCTV

WEEK ENDING

06/04/22

ATTACH ALL RECEIPTS

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

Totals

DATE	STARTING LOCATION	DESTINATION	FINAL LOCATION	Auto Mileage	Mileage @ \$ 0.575 per mile	Auto Rental/Tax/Limo	Other	Airfare	TRANSPORTATION SUBTOTAL	Lodging	Breakfast	Lunch	Dinner	Misc. Gratuities	LODGING & MEALS SUBTOTAL	Supplies / Equipment	Other*	DAILY TOTAL
DETAILED REPORT																		
* DETAILS OF OTHER EXPENDITURES																		
01/31/22	Go Daddy																	
02/06/22	Adobe																	
03/07/22	Adobe																	
04/20/22	Adobe																	
05/06/22	Zoho																	
05/08/22	Amazon.com																	
05/08/22	Amazon.com																	

DATE	AMOUNT	BUSINESS PURPOSE	ACCOUNTING DISTRIBUTION	AMOUNT
01/31/22	\$183.62	HCTV Domain Registrations		269
02/06/22	\$599.88	Creative Cloud Subscription for Public Edit PC		
03/07/22	\$599.88	Creative Cloud Subscription for HCTV Asst. Edit PC		
04/20/22	\$599.88	Creative Cloud Subscription for HCTV Asst. Edit PC		
05/06/22	\$120.00	Email Hosting Provider		
05/08/22	\$37.90	Mounts for Personal Mixers		
05/08/22	\$588.00	Digital Personal Mixers		
BENEFIT TO TOWN OPERATIONS/COMMUNITY				
ACCOUNTING DISTRIBUTION				
				2103 & 26699.16
				59590
SUMMARY				
TOTAL EXPENSES				\$2,699.16
LESS CASH ADVANCE				
AMOUNT DUE EMPLOYEE				\$2,699.16

EMPLOYEE SIGNATURE:

[Signature] Date 06/01/22

DEPARTMENT HEAD:

[Signature] Date 6-3-2022

AUDITED:

[Signature]

TOWN ADMINISTRATOR:

[Signature]

BOARD OF SELECTMAN:

[Signature]

