

<b>COUNCILLOR TERRY MCMANAMAN - Travel Claim</b>	
<b>Provincial Councillor Orientation – Halifax – November 4-5, 2024</b>	
Travel Claim	\$277.52
Accommodations	\$241.67
Registration	

## TOWN OF AMHERST TRAVEL EXPENSE CLAIM



**\*\* Fill in Shaded Areas Only**

Type of Claim, please circle: Travel Expense or Travel Advance

CLAIMANT: Councillor Terry McManaman

DEPARTMENT: Executive Office

DATES: November 4-5, 2024

PURPOSE OF EXPENSE: Provincial Councillor Orientation

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates					Mileage /Km \$0.5838	Total
		Nov 4/24	Nov 5/24					
<b>Transportation</b>								
Destination		Halifax 197	Amherst 197					
Mileage (Kms)								
Total Mileage		\$ 115.01	\$ 115.01	\$ -	\$ -	\$ -	\$ 230.02	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ 1.25	\$ 1.25	\$ -	\$ -	\$ -	\$ 2.50	
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>								
Breakfast	No	\$ 15.00	\$ 15.00			\$ -		
Lunch	No	\$ 20.00				\$ -		
Dinner	No	\$ 30.00				\$ -		
Total Meals		\$ 30.00	\$ 15.00	\$ -	\$ -	\$ -	\$ 45.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Description						
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							\$ 277.52	
Less Travel Advance							\$ -	
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							\$ 277.52 (a)	

**SAP CODING:**

G/L 6030  
 Cost Center LEGCN  
 Work Order 1-4085  
 Vendor Number 105784

**EVENT EXPENSES PAID BY TOWN (COPIES OF INVOICES MUST BE ATTACHED):**

Description of Event Expenses	Payment Method (Town Credit Card, Town Cheque)	Reference # (Purchase Order #, EE Named on Town Credit Card)	Total Cost (incl HST)
Accommodations	Town Credit Card	Cindy Brown	\$ 241.67
Event Registration Fee			
Airfare			
Other			
<b>TOTAL EXPENSES PAID BY TOWN</b>			\$ 241.67 (b)

**TOTAL COST OF EVENT:** \$ 519.19 (a + b)

Signature of Claimant:

*Terry McManaman*

Employee Acknowledge Document on File for Current Fiscal Year (circle one):

Yes

or

No

Conforms to Expense Reimbursement Policy # 3000-07:

*Alison Legere*

Approved By Signing Authority:  
(per Expense Reimbursement Policy)

*[Signature]*



Date:

*Nov 7, 2024*


Amherst  
Nova Scotia

 This route has tolls.

**Get on Trans-Canada Hwy/NS-104 E in Nappan from Glooscap Trl**

- 7 min (3.9 km)
- ↑ 1. Head east on Havelock St toward Ratchford St  
240 m
- ↘ 2. Turn right onto Prince Arthur St  
160 m
- ↙ 3. Turn left onto Church St/Glooscap Trl/NS-2 S  
 Continue to follow Church St/Glooscap Trl  
160 m
- ↘ 4. Turn right onto Albion St/Glooscap Trl/NS-2 S  
 Continue to follow Glooscap Trl/NS-2 S  
3.0 km
- ↗ 5. Turn left onto the TC/NS-104 E ramp to Springhill/Truro/Halifax  
300 m

**Follow Trans-Canada Hwy/NS-104 E and NS-102 S to Woodland Ave/NS-118 in Dartmouth**

- 1 hr 45 min (186 km)
- ↗ 6. Merge onto Trans-Canada Hwy/NS-104 E  
 Toll road  
96.8 km
- ↘ 7. Take exit 15 for NS-102 toward Halifax/Truro  
850 m
- ↗ 8. Continue onto NS-102 S  
74.1 km
- ↙ 9. Keep left to continue on NS-118, follow signs for NS-107/NS-111/Dartmouth/Halifax  
14.6 km

**Continue on Woodland Ave/NS-118. Take Angus L. Macdonald Bridge and Gottingen St to Prince St in Halifax**

- 15 min (6.9 km)
- ↙ 10. Keep left to continue on Woodland Ave/NS-118, follow signs for MacDonald Brg/Downtown/Dartmouth  
2.1 km

- ↶ 11. Turn left onto Victoria Rd/Victoria Rd Ext/NS-322 S  
270 m
- ↷ 12. Turn right onto Boland Rd  
500 m
- ↶ 13. Turn left onto Wyse Rd  
350 m
- ↷ 14. Use the right 2 lanes to turn right onto Angus L. Macdonald Bridge  
⚠ Toll road  
1.7 km
- ⤴ 15. Use the left lane to merge onto North St  
38 m
- ↶ 16. Use the left 2 lanes to turn slightly left to stay on North St  
59 m
- ↶ 17. Turn left at the 1st cross street onto Gottingen St  
1.5 km
- ⤴ 18. Continue onto Duke St  
160 m
- ↷ 19. Turn right onto Argyle St  
230 m
- ↷ 20. Turn right onto Prince St  
51 m

**Sutton Place Hotel Halifax**

1700 Grafton St, Halifax, NS B3J 2C4



The Sutton Place Hotels

INFORMATION INVOICE

Sutton Place Hotel Halifax

Town of Amherst  
Canada

McManaman, Terry

Print Date 11/6/24  
Page No. 1 of 2  
Room No. 1207  
Arrival 11/04/24  
Departure 11/05/24  
Conf. No. 403292972  
Folio No. HAL  
GST No. 814976585 RT 0001

Company Name: Government - Provincial\*

Date	Description	Charges CAD	Credits CAD
11/04/24	Room Charge	170.00	
11/04/24	Room - Halifax DMF	5.10	
11/04/24	Room - HST	26.27	
11/04/24	ECO Fees	2.00	
11/04/24	HST - ECO Fees	0.30	
11/04/24	Valet Parking	33.04	
11/04/24	Parking Tax - HST	4.96	
11/05/24	Visa		241.67
<b>Total</b>		<b>241.67</b>	<b>241.67</b>
<b>Balance</b>		<b>0.00</b>	<b>CAD</b>
Net Amount		203.04	CAD
Room - HST		26.57	CAD
Room - Halifax DMF		5.10	CAD
Parking Tax - HST		6.96	CAD
Total incl. vat		241.67	CAD

I agree to be personally liable should the indicated company or person fail to pay for any part of the total charges.

Guest Signature

Merchant ID

Credit Card #

XXXXXXXXXXXX3884



The Sutton Place Hotels

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**Sutton Place Hotel Halifax**

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Company Name: Government - Provincial\*

Transaction ID	9692160	Credit Card Expiry	XX/XX
Approval Code	043958	Capture Method	Manual
Approval Amount	241.67	Transaction Amount	241.67