

COUNCILLOR TERRY MCMANAMAN - Travel Claim	
NSFM Conference – Halifax – November 26-28, 2024	
Travel Claim	\$327.19
Accommodations	\$625.42
Registration	\$925.00

**TOWN OF AMHERST
TRAVEL EXPENSE CLAIM**

2024/25

** Fill in Shaded Areas Only

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



CLAIMANT: Councillor Terry McManaman
 DEPARTMENT: Executive Office
 DATES: November 26-28, 2024
 PURPOSE OF EXPENSE: NSFM Conference

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates				Mileage /Km	Total
		Nov 26/24	Nov 27/24	Nov 28/24			
Transportation		Halifax 201		Amherst 201		\$0.5838	
Destination							
Mileage (Kms)							
Total Mileage		\$ 117.34	\$ -	\$ 117.34	\$ -	\$ -	\$ 234.69
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tolls	No	\$ 1.25	\$ -	\$ 1.25	\$ -	\$ -	\$ 2.50
Meals - Cost Incl. Taxes & Gratuity							
Breakfast	No	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	\$ -	
Lunch	No	\$ 20.00			\$ -	\$ -	
Dinner	No	\$ 30.00	\$ 30.00		\$ -	\$ -	
Total Meals		\$ 30.00	\$ 45.00	\$ 15.00	\$ -	\$ -	\$ 90.00
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Description							
TOTAL EXPENSES PAID BY CLAIMANT							\$ 327.19
Less Travel Advance							\$ -
TOTAL EXPENSES DUE TO CLAIMANT							\$ 327.19 (a)

SAP CODING:

G/L: 6030
 Cost Center: LEGCON
 Work Order: 1-4084
 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	\$ 625.42
Event Registration Fee	Town Credit Card	Cindy Brown	\$ 920.00
Airfare			
Other			

TOTAL EXPENSES PAID BY TOWN

\$ 1,545.42 (b)

Handwritten notes:
 6925.00
 1550.42
 1877.61

TOTAL COST OF EVENT:

\$ 1,872.61 (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:

Megan Legare

Approved By Signing Authority: (per Expense Reimbursement Policy)

[Signature]

Date:

Dec 3, 2024

Westin Nova Scotian
 1181 Hollis Street
 Halifax, NS B3H 2P6
 Canada
 Tel: 902 421-1000 Fax: 902 422-9465



TERRY MCMANAMAN
 XX
 XX
 XX, NS, XX
 Canada

Page Number : 1 Invoice Nbr : 1000186953
 Guest Number : 1322082
 Folio ID : A
 Arrive Date : 26-NOV-24 16:46
 Depart Date : 28-NOV-24 07:53
 No. Of Guest : 1
 Room Number : 354
 Marriott Bonvoy Number :

Copy Invoice

Tax ID : 899994933RT0001
 Westin Nova Sc YHZWI DEC-03-2024 11:50 MEGANL

Date	Reference	Description	Charges (CAD)	Credits (CAD)
26-NOV-24	DEPOSIT	Deposit-VI-3884		-625.42
26-NOV-24	RT354	Room Chrg - Standard Retail	269.00	
26-NOV-24	RT354	HRM Mktg Levy	8.07	
26-NOV-24	RT354	HST Room Tax	41.56	
27-NOV-24	RT354	Room Chrg - Standard Retail	259.00	
27-NOV-24	RT354	HRM Mktg Levy	7.77	
27-NOV-24	RT354	HST Room Tax	40.02	
		** Total	625.42	-625.42
		*** Balance	0.00	

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TERRY MCMANAMAN
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EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room/Levy	Fd & Bev	Gratuity	Taxes	Other	Total	Payment
11-26-2024	0.00	0.00	0.00	0.00	-306.79	-306.79	0.00
11-27-2024	0.00	0.00	0.00	0.00	306.79	306.79	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Signature _____



Amherst, Nova Scotia to The Westin Nova Scotian, 1181 Hollis St, Halifax, NS B3H 2P6

Drive 201 km, 2 hr 9 min

Amherst
Nova Scotia

This route has tolls.

Get on Trans-Canada Hwy/NS-104 E

- 5 min (3.6 km)
- ↑ 1. Head west on Havelock St toward Victoria St E/NS-6 E
4 m
 - ↶ 2. Turn left onto Glooscap Trl/Victoria St E/NS-2 S/NS-6 W
Continue to follow NS-6 W
2.9 km
 - ⤴ 3. Turn left to merge onto Trans-Canada Hwy/NS-104 E toward Springhill/Truro/Halifax
650 m

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

- 1 hr 45 min (190 km)
- ⤴ 4. Merge onto Trans-Canada Hwy/NS-104 E
 Toll road
100 km
 - ↷ 5. Take exit 15 for NS-102 toward Halifax/Truro
850 m
 - ↗ 6. Continue onto NS-102 S
74.1 km
 - ↶ 7. 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 Barrington St to Hollis St in Halifax

- 18 min (7.9 km)
- ↶ 8. Keep left to continue on Woodland Ave/NS-118, follow signs for MacDonald Brg/Downtown/Dartmouth
2.1 km
 - ↶ 9. Turn left onto Victoria Rd/Victoria Rd Ext/NS-322 S
600 m
 - ↘ 10. Turn right onto Nantucket Ave

- ↑ 11. Continue onto Angus L. Macdonald Bridge 500 m
▲ Toll road

- ↗ 12. Turn right onto the ramp to Barrington Street 1.6 km
▲ Toll road

- ↘ 13. Sharp right onto North St 21 m

- ↗ 14. Slight right toward Barrington St 110 m

- ↗ 15. Merge onto Barrington St 67 m

- ↻ 16. At the roundabout, take the 2nd exit and stay on Barrington St 700 m

- ← 17. Turn left onto Hollis St 2.0 km

- ← 17. Turn left onto Hollis St 160 m

The Westin Nova Scotian

1181 Hollis St, Halifax, NS B3H 2P6



Nova Scotia Federation of Municipalities INVOICE

Suite 1304, 1809 Barrington St
Halifax, Nova Scotia B3J 3K8
Canada

Invoice No.: 7690
Date: 12/11/2024
Ship Date:
Page: 1
Re: Order No.

Sold to:
Town of Amherst
P.O. Box 516
Amherst, Nova Scotia B4H 4A1

Ship to:
Town of Amherst
P.O. Box 516
Amherst, Nova Scotia B4H 4A1

415000 78734

Business No.: 108150616

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
	1	5	Member Delegate Early Bird Registration (Before November 1st, 2024)	H	750.00	3,750.00
	1	1	Member Delegate Registration - (November 1st, 2024 and after)	H	800.00	800.00
	1		Banquet Ticket Only, Member Delegate Early Bird Registration (Before November 1st, 2024)	H	835.00	
	1		Banquet Ticket Only, Member Delegate Registration - (November 1st, 2024 and after)	H	885.00	
	1		Banquet Ticket Only	H	85.00	
	1	6	Carbon Offset Fee	E	5.00	30.00
			Rob Small			
			Charlie Chambers			
			Nic Furlong			
			Dwayne Ripley			
			Kathy Wells			
			Terry McManaman			
			E - HST exempt			
			H - HST 15%			
			HST			682.50
Nova Scotia Federation of Municipalities HST: #108150616						
Shipped By: _____ Tracking Number: _____					Total Amount	5,262.50
Comment:					Amount Paid	0.00
Sold By: _____					Amount Owing	5,262.50

MAYOR SMALL	750.00	COUNCILLOR CHAMBERS	750.00	COUNCILLOR MCMANAMAN	800.00	COUNCILLOR RIPLEY	750.00	COUNCILLOR FURLONG	750.00	COUNCILLOR WELLS	750.00	
HST	112.50	HST	112.50	HST	120.00	HST	112.50	HST	112.50	HST	112.50	
ECO FEE - NO TAX	5.00	ECO FEE - NO TAX	5.00	ECO FEE - NO TAX	5.00	ECO FEE - NO TAX	5.00	ECO FEE - NO TAX	5.00	ECO FEE - NO TAX	5.00	
	867.50		867.50		925.00		867.50		867.50		867.50	5,262.50