

<b>ROB SMALL, MAYOR - Travel Claim</b>	
<b>Provincial Councillor Orientation – Halifax – November 3-5, 2024</b>	
Travel Claim	\$ 307.52
Accommodations	\$483.34
Registration	

### TOWN OF AMHERST TRAVEL EXPENSE CLAIM

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

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



CLAIMANT: Mayor Rob Small

DEPARTMENT: Executive Office

DATES: November 3-5, 2024

PURPOSE OF EXPENSE: Provincial Councilor Orientation

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates					Total
		Nov 3/24	Nov 4/24	Nov 5/24			
<b>Transportation</b>							
Destination		Halifax		Amherst			
Mileage (Kms)		197		197		Mileage /Km \$0.5838	
Total Mileage		\$ 115.01	\$ -	\$ 115.01	\$ -	\$ -	\$ 230.02
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>							
Breakfast	No	\$ 15.00	\$ 15.00				
Lunch	No	\$ 20.00					
Dinner	No	\$ 30.00	\$ 30.00				
Total Meals		\$ 30.00	\$ 45.00	\$ -	\$ -	\$ -	\$ 75.00
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	Yes	\$ 1.25	\$ -	\$ 1.25	\$ -	\$ -	\$ 2.50
		Description: Bridge toll		Brdge toll			
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							\$ 307.52
Less Travel Advance							\$ -
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							\$ 307.52 (a)

19-18678

**SAP CODING:**

G/L: 6030  
 Cost Center: LEGMAY  
 Work Order: 1-002  
 Vendor Number: 102882

**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	\$ 483.34
Event Registration Fee			
Airfare			
Other			

**TOTAL EXPENSES PAID BY TOWN** \$ 483.34 (b)

**TOTAL COST OF EVENT:** \$ 790.86 (a + b)

Signature of Claimant: *Rob Small*

Employee Acknowledge Document on File for Current Fiscal Year (circle one): Yes or No Conforms to Expense Reimbursement Policy # 3000-07: *Megan Lopez*

Approved By Signing Authority: *[Signature]* Date: Nov. 9, 2024



Amherst, Nova Scotia to Sutton Place Hotel Halifax, 1700 Grafton St, Halifax, NS B3J 2C4 Drive 197 km, 2 hr 12 min

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  
  
Small, Rob

Print Date 11/6/24  
Page No. 1 of 2  
Room No. 1102  
Arrival 11/03/24  
Departure 11/05/24  
Conf. No. 403293455  
Folio No. HAL  
GST No. 814976585 RT 0001

Company Name: Government - Provincial\*

Date	Description	Charges CAD	Credits CAD
11/03/24	Room Charge	170.00	
11/03/24	Room - Halifax DMF	5.10	
11/03/24	Room - HST	26.27	
11/03/24	ECO Fees	2.00	
11/03/24	HST - ECO Fees	0.30	
11/03/24	Valet Parking	33.04	
11/03/24	Parking Tax - HST	4.96	
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		483.34
Total		483.34	483.34
Balance		0.00	CAD
Net Amount		406.08	CAD
Room - HST		53.14	CAD
Room - Halifax DMF		10.20	CAD
Parking Tax - HST		13.92	CAD
Total incl. vat		483.34	CAD

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



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**INFORMATION INVOICE****Sutton Place Hotel Halifax**

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Canada  
  
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Guest Signature

Merchant ID		Credit Card #	XXXXXXXXXXXX3884
Transaction ID	9692190	Credit Card Expiry	XX/XX
Approval Code	087165	Capture Method	Manual
Approval Amount	483.34	Transaction Amount	483.34