

<b>ROB SMALL, MAYOR - Travel Claim</b>	
<b>FCM Conference – Ottawa, ON – May 28 – June 2, 2025</b>	
Travel Claim	\$494.08
Accommodations	\$3046.77
Registration	\$1370.69
Airfare	\$724.44

**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: May 28 - June 2, 2025

PURPOSE OF EXPENSE: FCM Conference

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates						Total
		May 28/25	May 29/25	May 30/25	May 31/25	June 1/25	June 2/25	
<b>Transportation</b>								Mileage
Destination		Moncton			Amherst			/Km
Mileage (Kms)		55.80			55.80			\$0.5932
Total Mileage		\$ 33.10	\$ -	\$ -	\$ -	\$ -	\$ 33.10	\$ 66.20
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ 100.00
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>								
Breakfast	No	\$ 15.00	\$ -	\$ 15.00	\$ -	\$ -	\$ 15.00	\$ 15.00
Lunch	No	\$ 20.00	\$ -	\$ 20.00	\$ -	\$ -	\$ 20.00	\$ 20.00
Dinner	No	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ -	\$ 30.00	\$ 30.00
Total Meals		\$ 30.00	\$ 65.00	\$ 30.00	\$ 30.00	\$ 35.00	\$ 65.00	\$ 255.00
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	Yes	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00	\$ 100.00
	Description	Tax				Tax		
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>								\$ 521.20
Less Travel Advance								\$ 27.12 - 120.00
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>								\$ 494.08 (a)

**SAP CODING:**

G/L: 6030

Cost Center: LEGMAY

Work Order: 1-000

Vendor Number: 102682

**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	\$ 3,048.77
Event Registration Fee	Town Credit Card	Cindy Brown	\$ 1,370.69
Airfare	Town Credit Card	Cindy Brown	\$ 724.44
Other			
<b>TOTAL EXPENSES PAID BY TOWN</b>			<b>\$ 5,141.90 (b)</b>

**TOTAL COST OF EVENT:** \$ 5,635.98 (a + b)

Signature of Claimant: [Signature]

Employee Acknowledge Document on File for Current Fiscal Year (circle one):  Yes or  No

Conforms to Expense Reimbursement Policy # 3000-07: [Signature]

Approved By Signing Authority: [Signature]  
(per Expense Reimbursement Policy)

Date: June 4, 2025



Amherst, Nova Scotia to Greater Moncton  
Roméo LeBlanc International Airport

Drive 55.8 km, 36 min

Amherst  
Nova Scotia

Get on Trans-Canada Hwy/NS-104 W in Nappan

- 3 min (2.7 km)
- ↑ 1. Head west on Havelock St toward Victoria St  
E/NS-6 E
  - 4 m
  - ↑ 2. Continue onto Glooscap Trl/Laplanche St/NS-2 N  
**i Continue to follow Glooscap Trl/NS-2 N**
  - 1.9 km
  - ↑ 3. Take the Trans Canada Highway/NS-104 W ramp
  - 800 m

Follow Trans-Canada Hwy to NB-132 W in Moncton  
Parish. Take exit 474A from Trans-Canada Hwy/NB-2 W

- 25 min (43.9 km)
- ↑ 4. Merge onto Trans-Canada Hwy/NS-104 W
  - 2.2 km
  - ↑ 5. Continue onto Trans-Canada Hwy/NB-2 W  
**i Entering New Brunswick**
  - 41.2 km
  - ↘ 6. Take exit 474A for NB-132 S toward Dieppe
  - 500 m

Continue on NB-132 W to your destination in Dieppe

- 8 min (9.2 km)
- ↑ 7. Merge onto NB-132 W
  - 7.6 km
  - ↘ 8. Turn right onto Aviation Ave
  - 1.5 km
  - ↘ 9. Turn right
  - 64 m

Greater Moncton Roméo LeBlanc International Airport  
777 Aviation Ave #12, Dieppe, NB E1A 7Z5

LeBlanc International Airpor

1 Aéroport International  
Roméo-LeBlanc du Grand Monct

### Payment Receipt

Station name: PDF 2

Entry: 28/05/25 2:26 PM  
Payment: 02/06/25 6:08 PM

Card no.: 102814937716883469

Due: CAD 100.00  
Tariff: CAD 100.00  
Reduction: CAD 0.00  
Paid with: CAD 100,00

Transaction type: Sale  
Account: MASTERCARD [49]  
Card number: \*\*\*\*\*1103  
Expiry date: \*\*\*\*  
Entry mode: ICC [53]  
Total: CAD 100.00  
Date: 25/06/02  
Time: 18:08:27  
Auth number: 04836E  
Merchant Id: 55241375704  
Terminal Id: POFWPSD1  
TUUID: baf3b7db-2e11-4707-b0a3-13e190a4ac68  
AID: A0000000041010  
TVR: 0000000000  
IAD: 0210676003020000038A000000000000  
TSI: E800  
ATC: 00AR



**Blueline Taxi Ottawa**  
455 COVENTRY RD  
OTTAWA, ON K1K 2C5  
8665658294  
[HTTP://WWW.BLUELINETAXI.COM](http://www.bluelinetaxi.com)

Cashier: 50784  
28-May-2025 6:29:26P

<b>Total</b>	<b>CA\$50.00</b>
CASH SALE	CA\$50.00
Cash tendered	CA\$50.00

Online: <https://clover.com/p/TCF3P1MPQP76J>



Job #  
Receipt for Cab Fare

Amount \$50.00 Date June 02

From \_\_\_\_\_

To \_\_\_\_\_

Cab No. 463 Driver \_\_\_\_\_

HST included in meter fare

# Fairmont

CHÂTEAU LAURIER

1 Rideau Street  
 Ottawa, ON K1N8S7  
 Tel: 613-241-1414  
 H.S.T. Registration No. 843511775

Room/Chambre : 0370  
 Folio # :  
 Cashier/Cassier # : 4537  
 Reference # :  
 Page # : 1 of 2

Mr Rob Small  
 P.O. Box 516  
 Amherst NS B4H 4A1  
 Canada

ALL # :  
 Group /Groupe :  
 Company/Compagnie : GOVERNMENT OF CANADA GLOBAL MASTER

Arrival/Arrivée : 05-28-25  
 Departure/Départ : 06-02-25

Date	Description	Additional Information/ Supplémentaires	Charges	Credits
05-28-25	Room Charge		509.00	
05-28-25	Municipal Accommodation Tax (MAT)		25.45	
05-28-25	Room HST (13%)		69.48	
05-29-25	Room Charge		509.00	
05-29-25	Municipal Accommodation Tax (MAT)		25.45	
05-29-25	Room HST (13%)		69.48	
05-30-25	Room Charge		509.00	
05-30-25	Municipal Accommodation Tax (MAT)		25.45	
05-30-25	Room HST (13%)		69.48	
05-31-25	Refreshment Centre - Food	Room# 0370 : CHECK# 95621 Sprite Sprite Zero 3	6.78	
05-31-25	Fairmont Gold - Honour Bar	19004	13.56	
05-31-25	Refreshment Centre - Food	Room# 0370 : CHECK# 95752 Canada Dry Ginger Al	6.78	
05-31-25	Room Charge		509.00	
05-31-25	Municipal Accommodation Tax (MAT)		25.45	
05-31-25	Room HST (13%)		69.48	
06-01-25	Room Charge		509.00	
06-01-25	Municipal Accommodation Tax (MAT)		25.45	
06-01-25	Room HST (13%)		69.48	
06-02-25	Visa card	XXXXXXXXXXXX3884 XX/XX		3,046.77

HST Summary/Sommaire		Charges	3,046.77	
Room/Chambre	347.40	Credits		3,046.77

For information or reservations, visit us at [www.fairmont.com](http://www.fairmont.com) or call Fairmont Hotels & Resorts from: United States or Canada 1 800 441 1414

Pour information et réservations visitez notre web au [www.fairmont.com](http://www.fairmont.com) ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

I agree that my liability for this bill is not waived, and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month. (18.00% per annum.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1,5% par mois après un mois. (18,00% par année)

Thank you for choosing to stay with Fairmont Hotels & Resorts  
 Merci d'avoir choisi les Hôtels Fairmont



1 Rideau Street  
 Ottawa, ON K1N8S7  
 Tel: 613-241-1414  
 H.S.T. Registration No. 843511775

Room/Chambre : 0370  
 Folio # :  
 Cashier/Cassier # : 4537  
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 Page # : 2 of 2

Mr Rob Small  
 P.O. Box 516  
 Amherst NS B4H 4A1  
 Canada

ALL # :  
 Group /Groupe :  
 Company/Compagnie : GOVERNMENT OF CANADA GLOBAL MASTER

Arrival/Arrivée : 05-28-25  
 Departure/Départ : 06-02-25

F&B/Restauration	1.56		
Other/Autres	1.56		
Total	350.52	Balance/Solde	0.00

Thank you for choosing Fairmont Hotels & Resorts.  
 To provide feedback about your stay, please contact Genevieve Dumas, General Manager, at [genevieve.dumas@fairmont.com](mailto:genevieve.dumas@fairmont.com).

Merci d'avoir choisi les Hôtels Fairmont.  
 Pour donner votre opinion sur votre séjour, veuillez contacter Genevieve Dumas, Directrice Générale, à [genevieve.dumas@fairmont.com](mailto:genevieve.dumas@fairmont.com).

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 Merci d'avoir choisi les Hôtels Fairmont

**Cindy Brown**

**From:** FCM Annual Conference and Trade Show 2025 <noreply@microspec.com>  
**Sent:** March 11, 2025 2:18 PM  
**To:** Robert Small  
**Cc:** Cindy Brown; Cindy Brown  
**Subject:** FCM Annual Conference and Trade Show Confirmation

[View this email in your browser](#)



**FCM Annual Conference and Trade Show  
May 29 to June 1st, 2025 – Ottawa, ON**



Thank you, Rob Small for registering for FCM's 2025 Annual Conference and Trade Show. We are so pleased you will be joining us in Ottawa in June!

This receipt serves as your registration confirmation and a copy has been sent to: rsmall@amherst.ca (& assistant email if applicable). Please keep this email confirmation as record of your registration.

Important note: Your badge will be available on-site at self-check printing kiosks (and will no longer be printed ahead of time). To obtain your badge, scan the QR code above upon arrival. Staff and volunteers will be available on site to assist you.

Closer to the event date, we will send you a reminder email with more details and your QR code.

Mr. Rob Small  
Mayor - Town of Amherst  
PO BOX 516  
Amherst NS CA B4H 4A1  
[rsmall@amherst.ca](mailto:rsmall@amherst.ca)  
[902-667-6527](tel:902-667-6527)

Date: Tue Mar 11, 2025 10:36 am  
Registration Number: 4585654  
Registration Type: (VOT)

[Login to my Registration](#)

[Open My Itinerary](#)

**Events**

Qty	Code	Event	Unit Price	Subtotal
1	CP	In-Person Conference Pass ON-HST 13%: \$155.35	\$1,195.00	\$1,195.00

1	R1	Mayor's Welcome and Tradeshow Opening Reception- Presented by Canadian Telecommunications Association	\$0.00	\$0.00
1	R5	Host City Gala- Presented by Intact	\$0.00	\$0.00
1	ST24	Area X.O: Creating the Future	\$0.00	\$0.00
1	C-NS	Carbon Offset NS	\$18.00	\$18.00
		ON-HST 13%: \$2.34		

Subtotal: \$1,213.00

ON-HST (#11891 3938 RT0001) 13%: \$157.69

Total Fees: \$1,370.69

Amount Paid: \$1,370.69

Current Balance: \$0.00

GST/HST # 11891 3938 RT0001 / QST # 1202728231 TQ 0001

### Payments

Date	Payment	Amount
2025-03-11	(VISA) Ends With 3884 CINDY BROWN	\$1,370.69

### Save Receipt to Your Digital Wallet

To save your receipt to your digital wallet you must first open this email on your mobile device. Passes saved to your wallet are accessed through Apple Wallet (iPhone) or Google Wallet (Android).



For more details or if you have any questions please see our digital wallet [FAQ](#).

For more details, please refer to the [registration page](#) and the [Terms & Conditions](#).

Please contact FCM's registration desk at [register@fcm.ca](mailto:register@fcm.ca) or call 613-907-6317 should you have any questions.



es 1,

[register@fcm.ca](mailto:register@fcm.ca)

[613-907-6317](tel:613-907-6317)

[Website](#)  
Ottawa, ON, CA K1N 9J2



Registration services provided by: MicroSpec  
[customerservice@microspec.com](mailto:customerservice@microspec.com) | 1-888-780-9825 | [www.MicroSpec.com](http://www.MicroSpec.com)

# Receipt

Expedia itinerary: 73047353060894

Purchase date: Mar 5, 2025

## Booking details

### Roundtrip flight

Moncton (YQM) to Ottawa (YOW)

Porter Airlines 2374

Economy / Coach (X)

Ottawa (YOW) to Moncton (YQM)

Porter Airlines 2373

Economy / Coach (X)

Depart: May 28, 2025

Return: Jun 2, 2025

### Traveller 1: Adult

Robert Lorne Small

Ticket Number: 4511407360078

### Traveller 2: Adult

Wendy Jean Small

Ticket Number: 4511407360077

## Payment details

### Flight price

Traveller 1: Adult	CA \$450.00
Taxes and fees	CA \$215.06
Traveller 2: Adult	CA \$450.00
Taxes and fees	CA \$215.06
<b>Other</b>	
Trip Protection	CA \$118.76

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**Total** **CA \$1,448.88**

Paid CA \$1,448.88  
[Visa 3884]