

ROB SMALL, MAYOR - Travel Claim	
United Way Event – Pictou – September 25, 2025	
Travel Claim	\$205.25
Accommodations	
Registration	

**TOWN OF AMHERST
TRAVEL EXPENSE CLAIM**

1025/26

**** Fill in Shaded Areas Only**

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

CLAIMANT: Robert Small, Mayor
 DEPARTMENT: Executive Office
 DATES: 25-Sep-25
 PURPOSE OF EXPENSE: United Way Event



EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Total	
		25-Sep-25	25-Sep-25					
Transportation								
Destination		Pictou	Amherst					
Mileage (Kms)		173	173				Mileage /Km \$0.5932	
Total Mileage		\$ 102.62	\$ 102.62	\$ -	\$ -	\$ -	\$ 205.25	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 15.00		\$ -	\$ -	\$ -		
Lunch	No	\$ 20.00		\$ -	\$ -	\$ -		
Dinner	No	\$ 30.00		\$ -	\$ -	\$ -		
Total Meals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Description						
TOTAL EXPENSES PAID BY CLAIMANT							\$ 205.25	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 205.25 (a)	

SAP CODING:
 G/L: 8030
 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			
Event Registration Fee			
Airfare			
Other			

TOTAL EXPENSES PAID BY TOWN \$ - (b)

TOTAL COST OF EVENT: \$ 205.25 (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] Date: Oct. 2, 2025
 (per Expense Reimbursement Policy)



Amherst, Nova Scotia to deCoste

Drive 173 km, 1 hr 41 min

Performing Arts Centre, 99 Water St, Pictou, NS B0K 1H0

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 to W River Rd in Pictou

1 hr 33 min (168 km)

- ⤴ 4. Merge onto Trans - Canada Hwy/NS-104 E
 Toll road
155 km
- ↘ 5. Take exit 22 for Trans Canada Highway/NS-106 toward Pictou/Prince Edward Island Ferry
700 m
- ↗ 6. Continue onto Trans - Canada Hwy/NS-106 N
11.6 km

Follow W River Rd and Water St to your destination

3 min (1.8 km)

- ⦿ 7. At Pictou Rotary, take the 1st exit onto W River Rd heading to Pictou
200 m
- ⦿ 8. At the roundabout, take the 2nd exit and stay on W River Rd
1.1 km
- ↑ 9. Continue straight onto Water St
400 m
- ↘ 10. Turn right onto Market St
44 m
- ↘ 11. Turn right
 Destination will be on the right