

COUNCILLOR LISA EMERY - Travel Claim	
NSFM Spring Conference – Baddeck, NS – May 8-10, 2024	
Travel Claim	\$544.50
Accommodations	\$319.82
Registration	\$608.75

**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 Lisa Emery
 DEPARTMENT: Executive Office
 DATES: May 8-10, 2024
 PURPOSE OF EXPENSE: NSFM Spring Conference

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates				Mileage /Km	Total
		May 8/24	May 9/24	May 10/24			
Transportation							
Destination		Baddeck		Amherst			
Mileage (Kms)		355		355		\$0.5838	
Total Mileage		\$ 207.25	\$ -	\$ 207.25	\$ -	\$ -	\$ 414.50
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meals - Cost Incl. Taxes & Gratuity							
Breakfast	No	\$ 15.00	\$ -	\$ 15.00	\$ 15.00	\$ -	\$ -
Lunch	No	\$ 20.00	\$ 20.00	\$ 20.00	\$ -	\$ -	\$ -
Dinner	No	\$ 30.00	\$ 30.00	\$ 30.00	\$ -	\$ -	\$ -
Total Meals		\$ 50.00	\$ 45.00	\$ 35.00	\$ -	\$ -	\$ 130.00
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Description							
TOTAL EXPENSES PAID BY CLAIMANT							\$ 544.50
Less Travel Advance							\$ -
TOTAL EXPENSES DUE TO CLAIMANT							\$ 544.50 (a)

SAP CODING:
 G/L: 6030
 Cost Center: LEGCON
 Work Order: 1-2363
 Vendor Number: 102448

19-18515

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	Jason MacDonald	\$ 319.82
Event Registration Fee	Town Cheque	4500077325	\$ 608.75
Airfare			
Other			

TOTAL EXPENSES PAID BY TOWN \$ 928.57 (b)

TOTAL COST OF EVENT: \$ 1,473.07 (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: May 28, 2024



Nova Scotia Federation of Municipalities INVOICE

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

Invoice No.: 7562
 Date: 05/29/2024
 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

Business No.: 108150616

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
	1	4	Member Delegate Early Bird Registration (Before April 12th, 2024)	H	525.00	2,100.00
	1	4	Carbon offset fee	E	5.00	20.00
			E - HST exempt H - HST 15% HST			315.00
Nova Scotia Federation of Municipalities HST: #108150616						
Shipped By: _____ Tracking Number: _____						
Comment: Lisa Emery Jason MacDonald						
Sold By: _____						
					Total Amount	2,435.00
					Amount Paid	0.00
					Amount Owng	2,435.00



Amherst, Nova Scotia to Inverary Resort, 368 Shore Drive 354 km, 3 hr 36 min
Rd, Baddeck, NS B0E 1B0

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 west on Havelock St
4 m
 - ↶ 2. Turn left onto Glooscap Trl/Victoria St E/NS-2
S/NS-6 W
130 m
 - ↶ 3. Turn left onto Church St/Glooscap Trl/NS-2 S
(signs for Nova Scotia Trunk 2)
 Continue to follow Church St/Glooscap Trl
350 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 to Victoria County

- 3 hr 27 min (349 km)
- ⤴ 6. Merge onto Trans-Canada Hwy/NS-104 E
 Toll road
265 km
 - 🔄 7. At the roundabout, take the 2nd exit onto Trans-
Canada Hwy/NS-104
110 m
 - ↶ 8. Keep left to continue on Trans-Canada Hwy/NS-
105 E, follow signs for Trans-Canada
Highway/Cheticamp/Baddeck/Sydney
47.4 km
 - 🔄 9. At the roundabout, take the 2nd exit and stay on
Trans-Canada Hwy/NS-105 E
36.1 km

Take Shore Rd/NS-205 E to your destination in Baddeck

- 2 min (1.9 km)
- ↷ 10. Turn right (signs for NS-205/Beddeck)
96 m

↶ 11. Turn left onto Shore Rd/NS-205 E (signs for Baddeck)

1.7 km

↷ 12. Turn right

 Destination will be on the left

97 m

Inverary Resort

368 Shore Rd, Baddeck, NS B0E 1B0

INVERARY RESORT
PO BOX 190
BADDECK
NOVA SCOTIA
B0E 1B0
Telephone: 902-295-3500

Lisa Emery
 PO Box 516
 Amherst NS
 B4H 4A1

Page # 1
 Res.# 447609
 Checked in Wed May 8/24 - 1:21pm
 Checked out Fri May 10/24- 11:40am
 Nights 2
 Room Rate 135.00
 Room 083

Date	Description	Reference	Charges	Credits
Feb-20	PAID BY VISA	DEPOSIT		\$ 159.91
May-08	Grp codes		\$ 135.00	
May-08	CB Island Marketing Levy		\$ 4.05	
May-08	HST		\$ 20.86	
May-09	Grp codes		\$ 135.00	
May-09	CB Island Marketing Levy		\$ 4.05	
May-09	HST		\$ 20.86	
May-10	PAID BY VISA			\$ 159.91
			\$ 319.82	

For your convenience we have provided a copy of your invoice. Please see our Front Desk team for clarity on any and all charges, and please dial 0 when departing your room. Thank you for staying with us and please visit again.

Our H.S.T. # is 102520731

Charge Summary:
 HST 41.72