

COUNCILLOR LISA EMERY - Travel Claim	
NSFM Fall Conference – Halifax, NS – November 7-10, 2023	
Travel Claim	\$390.99
Accommodations	\$669.54
Registration	\$891.25

TOWN OF AMHERST TRAVEL EXPENSE CLAIM



**** Fill in Shaded Areas Only**

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

CLAIMANT: Councillor Lisa Emery

DEPARTMENT: Executive Office

DATES: November 7-10, 2023

PURPOSE OF EXPENSE: NSFM Fall Conference - Halifax

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates				Mileage /Km \$0.5770	Total	
		Nov 7/23	Nov 8/23	Nov 9/23	Nov 10/23			
Transportation								
Destination		Halifax 198		Amherst 198				
Mileage (Kms)								
Total Mileage		\$ 114.25	\$ -	\$ -	\$ 114.25	\$ -	\$ 228.49	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ 1.25	\$ -	\$ -	\$ 1.25	\$ -	\$ 2.50	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00		
Lunch	No	\$ 20.00	\$ 20.00		\$ 20.00			
Dinner	No	\$ 30.00	\$ 30.00					
Total Meals		\$ 65.00	\$ 45.00	\$ 15.00	\$ 35.00	\$ -	\$ 160.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	Description					\$ -	\$ -
TOTAL EXPENSES PAID BY CLAIMANT							\$ 390.99	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 390.99 (a)	

SAP CODING:

G/L 6030
 Cost Center LEGCON
 Work Order 1-2383
 Vendor Number 102448

19-18324

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	\$ 669.54
Event Registration Fee	Town Cheque	4500075978	\$ 891.25
Airfare			
Other			

TOTAL EXPENSES PAID BY TOWN \$ 1,560.79 (b)

TOTAL COST OF EVENT: \$ 1,951.78 (a + b)

Signature of Claimant: *Lisa Emery*

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

Approved By Signing Authority: *[Signature]* Date: Nov. 22, 2023
 (per Expense Reimbursement Policy)



Amherst, Nova Scotia to The Westin Nova Scotian, Drive 198 km, 2 hr 11 min
1181 Hollis St, Halifax, NS B3H 2P6

Amherst
Nova Scotia

This route has tolls.

Get on Trans-Canada Hwy/NS-104 E in Nappan from
Glooscap Trail

- 7 min (3.9 km)
- ↑ 1. Head west on Havelock St toward Victoria St E/NS-6 E
 - ↶ 2. Turn left onto Glooscap Trail/Victoria St E/NS-2 S/NS-6 W
 - ↶ 3. Turn left onto Church St/Glooscap Trail/NS-2 S (signs for Nova Scotia Trunk 2)
 Continue to follow Church St/Glooscap Trail
 - ↷ 4. Turn right onto Albion St/Glooscap Trail/NS-2 S
 Continue to follow Glooscap Trail/NS-2 S
 - ⤴ 5. Turn left onto the TC/NS-104 E ramp to Springhill/Truro/Halifax

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

- 1 hr 43 min (186 km)
- ⤴ 6. Merge onto Trans-Canada Hwy/NS-104 E
 Toll road
 - ↷ 7. Take exit 15 for NS-102 toward Halifax/Truro
 - ↷ 8. Continue onto NS-102 S
 - ↷ 9. Keep left at the fork to continue on NS-118, follow signs for NS-107/NS-111/Dartmouth/Halifax

Continue on Woodland Ave/NS-118. Take Angus L.
Macdonald Bridge and Barrington St to Hollis St in Halifax

16 min (7.8 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

600 m
- ➡ 12. Turn right onto Nantucket Ave

500 m
- ↑ 13. Continue onto Angus L. Macdonald Bridge
⚠ Toll road

1.6 km
- ↗ 14. Turn right onto the ramp to Barrington Street
⚠ Toll road

21 m
- ↪ 15. Sharp right onto North St

110 m
- ↗ 16. Slight right toward Barrington St

67 m
- ↩ 17. Slight left onto Barrington St

1.1 km
- ↩ 18. Turn left onto Upper Water St

300 m
- ↗ 19. Slight right onto Hollis St
📍 Destination will be on the left

1.4 km

The Westin Nova Scotian

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



LISA EMERY
 XX
 XXX
 XXX, NS, XXX
 Canada
 NO6059 - NOVA SCOTIA FEDERATION OF MUNI

Page Number : 2 Invoice Nbr : 1000141020
 Guest Number : 1264983
 Folio ID : A
 Arrive Date : 07-NOV-23 14:31
 Depart Date : 10-NOV-23 07:22
 No. Of Guest : 1
 Room Number : 221
 Marriott Bonvoy Number :

*** Balance 0.00

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room/Levy	Fd & Bev	Gratuity	Taxes	Other	Total	Payment
11-07-2023	0.00	0.00	0.00	0.00	200.18	200.18	0.00
11-08-2023	0.00	0.00	0.00	0.00	234.68	234.68	0.00
11-09-2023	0.00	0.00	0.00	0.00	234.68	234.68	0.00
11-10-2023	0.00	0.00	0.00	0.00	0.00	0.00	-669.54
Total	0.00	0.00	0.00	0.00	669.54	669.54	-669.54

Signature _____

Bring the Westin experience home. Shop WestinStore.com.

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



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Tax Invoice

Tax ID : 899994933RT0001
 Westin Nova Sc YHZWI NOV-10-2023 07:30 DZHANG

Date	Reference	Description	Charges (CAD)	Credits (CAD)
07-NOV-23	RT221	Room Chrg - Grp - Government	169.00	
07-NOV-23	RT221	HRM Mktg Levy	5.07	
07-NOV-23	RT221	HST Room Tax	26.11	
08-NOV-23	551	Valet Parking	30.00	
08-NOV-23	551	HST Tax 15% Valet	4.50	
08-NOV-23	RT221	Room Chrg - Grp - Government	169.00	
08-NOV-23	RT221	HRM Mktg Levy	5.07	
08-NOV-23	RT221	HST Room Tax	26.11	
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09-NOV-23	RT221	HST Room Tax	26.11	
10-NOV-23	VI	Visa-1121		-669.54

For Authorization Purpose Only

xxxxx1121

Date	Time	Code	Authorized
07-NOV-23	14:31	032617	684.45
08-NOV-23	04:03:33	087426	100.00

** Total 669.54 -669.54



Nova Scotia Federation of Municipalities
 Suite 1304, 1809 Barrington St
 Halifax, Nova Scotia B3J 3K8

INVOICE

Invoice No.: 7312
 Date: 11/21/2023
 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
2			NSFM 2023 Fall Conference Early Bird Delegate Registration - Lisa Emery; Charlie Chambers	H	700.00	1,400.00
1			Banquet Ticket: Lisa Emery	H	75.00	75.00
			H - HST 15% HST			221.25
Nova Scotia Federation of Municipalities HST: #108150616						
Shipped By: _____ Tracking Number: _____					Total Amount	1,696.25
Comment: _____					Amount Paid	0.00
Sold By: _____					Amount Owning	1,696.25