

COUNCILLOR LISA EMERY - Travel Claim	
NSFM Spring Conference – Digby, NS – May 3 - 4, 2023	
Travel Claim	\$110.00
Accommodations	\$308.20
Registration	\$522.50

**TOWN OF AMHERST
TRAVEL EXPENSE CLAIM**



** Fill in Shaded Areas Only

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

CLAIMANT: Lisa Emery
 DEPARTMENT: Councillor
 DATES: May 3 - May 5, 2023
 PURPOSE OF EXPENSE: NSFM Conference in Digby - Digby Pines

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Total
		03-May-23	04-May-23	05-May-23			
Transportation							Mileage /Km \$0.5113
Destination							
Mileage (Kms)							
Total Mileage		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meals - Cost Incl. Taxes & Gratuity							
Breakfast	No	\$ 12.00	\$ 12.00	\$ 12.00	\$ -	\$ -	
Lunch	No	\$ 17.00	\$ -	\$ 17.00	\$ -	\$ -	
Dinner	No	\$ 26.00	\$ 26.00	\$ -	\$ -	\$ -	
Total Meals		\$ 43.00	\$ 38.00	\$ 29.00	\$ -	\$ -	\$ 110.00
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Description							
TOTAL EXPENSES PAID BY CLAIMANT							\$ 110.00
Less Travel Advance							\$ -
TOTAL EXPENSES DUE TO CLAIMANT							\$ 110.00 (a)

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

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	\$ 308.20
Event Registration Fee	Town Cheque	4500074568	\$ 522.50
Airfare			
Other			
TOTAL EXPENSES PAID BY TOWN			\$ 308.20 (b) 830.70

TOTAL COST OF EVENT: 8940.70 (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:

Approved By: [Signature]

Date: MAY 15 / 23



Digby Pines Golf Resort and Spa

103 Shore Road
Digby, NS B0V 1A0

Tel. 1-800-667-4637, Fax. 1-902-245-6133

INVOICE

25762

Friday, May 05, 2023

Macdonald, Jason

Arrival Date **May 03, 2023**
Departure Date **May 05, 2023**
of Nights **2**

Room No. **C03**
Adults **3**
Sub Folio **A**

Group: NS Federation Of Municipalities

Folio Items	Item Description	Price	Qty	Discount	Ext. Price
Wednesday, May 03, 2023					
	Room Charge				400.00
Thursday, May 04, 2023					
	Room Charge				400.00
Subtotal					800.00
Digby Marketing & Promotions Levy					4.00
HST					120.60

Payment Details

Payment	Notes	Date	Amount
VISA 1121		05-May-2023	924.60

Total	\$ 924.60
Payments	\$ 924.60
Balance	\$ 0.00

Thank you for choosing Digby Pines Golf Resort and Spa: Nova Scotia's Iconic Resort.

At Digby Pines Golf Resort and Spa, whispers of yesterday mingle with the promise of a today just waiting to be discovered.

Looking for a new investment opportunity? Head over to <https://villageatthepines.ca/> to learn more about Digby Pines Vacation Homes and Condos.

Handwritten notes:
 \$924.60
 3 (Major, MacDonald
 Emerly
 \$308.20



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

INVOICE

Invoice No.: 7206
 Date: 05/16/2023
 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
		3	NSFM Spring Conference 2023 Early bird fee delegate: MacDonald, Emery, Kogon	H	450.00	1,350.00
		3	Carbon offset fee	E	5.00	15.00
			E - HST exempt H - HST 15% HST			202.50
Nova Scotia Federation of Municipalities HST #108150616						
Shipped By: Tracking Number:					Total Amount	1,567.50
Comment:					Amount Paid	0.00
Sold By:					Amount Owing	1,567.50