

<b>COUNCILLOR LISA EMERY - Travel Claim</b>	
<b>NSFM Fall Conference – Halifax – November 1 - 4, 2022</b>	
Travel Claim	\$362.47
Accommodations	\$624.81
Registration	\$776.25

**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: November 1st to November 4th 2022  
 PURPOSE OF EXPENSE: NSFM Conference - Westin Hotel Halifax Nova Scotia

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates					Mileage /Km \$0.5113	Total
		01-Nov-22	02-Nov-22	03-Nov-22	04-Nov-22			
<b>Transportation</b>		Halifax 198		Amherst 198				
Destination								
Mileage (Kms)								
<b>Total Mileage</b>		\$ 101.24	\$ -	\$ -	\$ 101.24	\$ -	\$ 202.47	
<b>Parking</b>	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Tolls</b>	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>								
Breakfast	No	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ -	
Lunch	No	\$ 17.00	\$ 17.00	\$ -	\$ -	\$ 17.00	\$ -	
Dinner	No	\$ 26.00	\$ 26.00	\$ 26.00	\$ 26.00	\$ -	\$ -	
<b>Total Meals</b>		\$ 55.00	\$ 38.00	\$ 38.00	\$ 29.00	\$ -	\$ 160.00	
<b>Accommodations</b>	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Other</b>	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Description								
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							\$ 362.47	
Less Travel Advance							\$ -	
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							\$ 362.47 (a)	

**SAP CODING:**

G/L: 6030  
 Cost Center: LEGCON  
 Work Order: 1-2362  
 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	\$ 624.81
Event Registration Fee	Town Cheque	PO# 4500073343	\$ 776.25
Airfare			
Other			
<b>TOTAL EXPENSES PAID BY TOWN</b>			\$ 1,401.06 (b)

**TOTAL COST OF EVENT:**

\$ 1,763.53 (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:

*[Signature]*

Approved By:

*[Signature]*

Date: 11/28/22



Amherst, Nova Scotia to The Westin Nova Scotian, Drive 198 km, 2 hr 9 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 Nova Scotia Trunk 2 S

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/Nova Scotia Trunk 2 S/NS-6 W
- ↶ 3. Turn left onto Nova Scotia Trunk 2 S
- ↷ 4. Turn right onto Glooscap Trail/Nova Scotia Trunk 2 S
- ↶ 5. Turn left onto the TC/NS-104 E ramp to Springhill/Truro/Halifax

4 m

130 m

350 m

3.0 km

300 m

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

1 hr 51 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

96.8 km

850 m

74.1 km

14.6 km

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

15 min (7.7 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  
1.5 km
- ↑ 18. Continue onto Hollis St  
ⓘ Destination will be on the left  
1.2 km

The Westin Nova Scotian  
1181 Hollis St, Halifax, NS B3H 2P6

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



LISA EMERY

Page Number : 1 Invoice Nbr : 1000097051  
 Guest Number : 1213651  
 Folio ID : A  
 Arrive Date : 01-NOV-22 11:39  
 Depart Date : 04-NOV-22  
 No. Of Guest : 1  
 Room Number : 401  
 Marriott Bonvoy Number :

Information Invoice

Tax ID : 899994933RT0001

Westin Nova Sc YHZWI NOV-04-2022 04:50 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
01-NOV-22	RT401	Room Chrg - Govt /Military	155.00	
01-NOV-22	RT401	HRM Mktg Levy	3.10	
01-NOV-22	RT401	HST Room Tax	23.72	
01-NOV-22	RT401	Guest Self Parking	23.00	
01-NOV-22	RT401	HST Tax 15% Parking	3.45	
02-NOV-22	RT401	Room Chrg - Govt /Military	155.00	
02-NOV-22	RT401	HRM Mktg Levy	3.10	
02-NOV-22	RT401	HST Room Tax	23.72	
02-NOV-22	RT401	Guest Self Parking	23.00	
02-NOV-22	RT401	HST Tax 15% Parking	3.45	
03-NOV-22	RT401	Room Chrg - Govt /Military	155.00	
03-NOV-22	RT401	HRM Mktg Levy	3.10	
03-NOV-22	RT401	HST Room Tax	23.72	
03-NOV-22	RT401	Guest Self Parking	23.00	
03-NOV-22	RT401	HST Tax 15% Parking	3.45	
NOV-04-2022	VI	Visa		-624.81
** Total			624.81	-624.81
*** Balance			0.00	

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



LISA EMERY

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 Room Number : 401  
 Marriott Bonvoy Number :

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room/Levy	Food & Bev	Gratuity	Taxes	Other	Total	Payment
11-01-2022	0.00	0.00	0.00	0.00	208.27	208.27	0.00
11-02-2022	0.00	0.00	0.00	0.00	208.27	208.27	0.00
11-03-2022	0.00	0.00	0.00	0.00	208.27	208.27	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>624.81</b>	<b>624.81</b>	<b>0.00</b>

Signature \_\_\_\_\_

Bring the Westin experience home. Shop WestinStore.com.



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

**INVOICE**

Invoice No.: 7039  
 Date: 11/22/2022  
 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	Early Bird Registration Fee Emery MacDonald	H	605.00	1,210.00
		1	Banquet Ticket Emery	H	70.00	70.00
			H - HST 15% HST			192.00
Nova Scotia Federation of Municipalities HST: #108150616						
Shipped By: Tracking Number:					<b>Total Amount</b>	1,472.00
Comment:					<b>Amount Paid</b>	0.00
Sold By:					<b>Amount Owning</b>	1,472.00