

MAYOR DAVID KOGON, MD - Travel Claim	
NSCC Graduation – Springhill, NS – June 5, 2023	
Travel Claim	\$30.12
Accommodations	
Registration	

TOWN OF AMHERST TRAVEL EXPENSE CLAIM



** Fill in Shaded Areas Only

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

CLAIMANT: Mayor David Kogon, MD

DEPARTMENT: Executive Office

DATES: 05-Jun-23

PURPOSE OF EXPENSE: NSCC Graduation Ceremony - Springhill, NS

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.5770	Total
		Springhill 26.1	Amherst 26.1					
Transportation								
Destination								
Mileage (Kms)								
Total Mileage		\$ 15.06	\$ 15.06	\$ -	\$ -	\$ -	\$ 30.12	
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							\$ 30.12	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 30.12 (a)	

SAP CODING:

G/L 6030

Cost Center LEGMAY

Work Order 1-3087

Vendor Number 104515

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: \$ 30.12 (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: [Signature]



Amherst, Nova Scotia to Springhill, Nova Scotia B0M 1X0

Drive 26.1 km, 24 min

Amherst
Nova Scotia

- ↑ 1. Head west on Havelock St toward Victoria St E/NS-6 E
4 m
- ↶ 2. Turn left onto Glooscap Trail/Victoria St E/NS-2 S/NS-6 W
130 m
- ↶ 3. Turn left onto NS-2 S (signs for Nova Scotia Trunk 2)
350 m
- ↷ 4. Turn right onto Glooscap Trail/NS-2 S
25.6 km

Springhill
Nova Scotia B0M 1X0