

MAYOR DAVID KOGON, MD - Travel Claim	
Joint Councils meeting – Springhill, NS – May 10, 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
 DEPARTMENT: Executive Office
 DATES: 10-May-23
 PURPOSE OF EXPENSE: Joint Councils meeting - Springhill

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.5770	Total
		May 10/23	May 10/23					
Transportation								
Destination		Springhill	Amherst					
Mileage (Kms)		26.1	26.1					
Total Mileage		\$ 15.06	\$ 15.06	\$ -	\$ -	\$ -	\$ 30.12	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Lunch	No	\$ 17.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Dinner	No	\$ 26.00	\$ -	\$ -	\$ -	\$ -	\$ -	
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:

Employee Acknowledge Document on File for Current Fiscal Year (circle one): Yes or No

Conforms to Expense Reimbursement Policy # 3000-07:

Approved By:

Date: _____



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

Drive 26.1 km, 26 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