

<b>Mayor David Kogon – Travel Claim</b>	
<b>Meet with County Mayor and CAO - Springhill – April 19, 2023</b>	
<b>Travel Claim</b>	<b>\$30.35</b>
<b>Accommodations</b>	
<b>Airfare</b>	

**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: 19-Apr-23  
 PURPOSE OF EXPENSE: Mayor/CAOs meeting

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates					Mileage /Km \$0.5770	Total
		Apr 19/23	Apr 19/23					
<b>Transportation</b>								
Destination		Springhill	Amherst					
Mileage (Kms)		26.3	26.3					
Total Mileage		\$ 15.18	\$ 15.18	\$ -	\$ -	\$ -	\$ 30.35	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>								
Breakfast	No \$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -		
Lunch	No \$ 17.00	\$ -	\$ -	\$ -	\$ -	\$ -		
Dinner	No \$ 26.00	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Meals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Description							
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							\$ 30.35	
Less Travel Advance							\$ -	
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							\$ 30.35 (a)	

SAP CODING:  
 G/L 6030  
 Cost Center LEGMAY  
 Work Order 100003087  
 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			
<b>TOTAL EXPENSES PAID BY TOWN</b>			\$ - (b)

**TOTAL COST OF EVENT:** \$ 30.35 (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: Apr 24/23



Amherst, Nova Scotia to Dr Carson & Marion Murray Community Centre, 6 Main St, Springhill, NS B0M 1X0

Drive 26.3 km, 25 min

Amherst  
Nova Scotia

- ↑ 1. Head west on Havelock St toward Victoria St E/NS-6 E  

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4 m
  - ↶ 2. Turn left onto Glooscap Trail/Victoria St E/Nova Scotia Trunk 2 S/NS-6 W  

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130 m
  - ↶ 3. Turn left onto Nova Scotia Trunk 2 S  

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350 m
  - ↷ 4. Turn right onto Glooscap Trail/Nova Scotia Trunk 2 S  

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25.8 km
- i Destination will be on the right

Dr Carson & Marion Murray Community Centre  
6 Main St, Springhill, NS B0M 1X0