

Mayor David Kogon - Travel Claim	
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NSFM Spring Workshop – May 8-9, 2019 – Truro	
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Travel Claim	\$42.00
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Accommodations	\$132.25
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Registration	\$350.00
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TOWN OF AMHERST TRAVEL EXPENSE CLAIM

**** Fill in Shaded Areas Only**

Type of Claim, please circle:

Travel Expense or Travel Advance



CLAIMANT: Mayor Kogon
 DEPARTMENT: Executive Office
 DATES: May 8-9, 2019
 PURPOSE OF EXPENSE: NSFM Conference

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage Km \$0.4585	Total
		May 8/19	May 9/19					
Transportation								
Destination								
Mileage (Kms)								
Total Mileage		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tolls	No	\$ 2.00	\$ 2.00	\$ -	\$ -	\$ -	\$ -	\$ 4.00
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 12.00	\$ -	\$ 12.00	\$ -	\$ -	\$ -	\$ -
Lunch	No	\$ 17.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dinner	No	\$ 26.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Meals		\$ 26.00	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ 38.00
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Description						
TOTAL EXPENSES PAID BY CLAIMANT								\$ 42.00
Less Travel Advance								\$ -
TOTAL EXPENSES DUE TO CLAIMANT								\$ 42.00 (a)

19-16270

SAP CODING:
 G L: 6030
 Cost Center: EXEC
 Work Order: 1-3086
 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	132.25	Natale LeBlanc	
Airfare			
Other			
TOTAL EXPENSES PAID BY TOWN			\$ 132.25 (b)

TOTAL COST OF EVENT: \$ 42.00 (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: 20190603

Nova Scotia Federation of Municipalities

Suite 1304, 1309 Barrington St
Halifax, Nova Scotia B3J 3K2

INVOICE

Invoice No.: 6257
Date: 05/15/2019
Page: 1

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
			Registration - NSFM Spring Conference 2019			
3			Herrett, Kogon Rhindress	H	300.00	900.00
3			Carbon Offset Fee	E	5.00	15.00
			E - HST exempt H - HST 15% HST			135.00
<p>CHEQUE PAYABLE TO UNION OF NOVA SCOTIA MUNICIPALITIES (While we wait for our new name to be legislated)</p>						
<p>A/P COSTING VENDOR # <u>100859</u> AM# _____ Cheque # _____ CC _____ PO# <u>4500065262</u> GL <u>6032</u> Cheque Date _____ W/O # _____</p>						
<p>RECEIVED MAY 27 2019 Corporate Services Amherst, N.S.</p>						
Nova Scotia Federation of Municipalities HST #108150616						
Comment: PAYABLE TO UNSM					Total Amount	1,050.00



Holiday Inn

05-09-19

David Kogon 26 Rupert Street Amherst NS B4H 3R6 Canada	Folio No. :	161647	Room No. :	118
	A/R Number :		Arrival :	05-08-19
	Group Code :	USW	Departure :	05-09-19
	Company :	Town of Amherst	Conf. No. :	42006628
	Membership No. :		Rate Code :	
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
05-08-19	*Accommodation	115.00	
05-08-19	HST Tax	17.25	
05-09-19	Visa XXXXXXXXXXXXXXX3552		132.25
Total		132.25	132.25
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.