

GREG HERRETT, CAO – TRAVEL CLAIM SUMMARY	
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AMA Fall Conference – October 16-19, 2018	
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Travel Claim	382.45
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Airfare	
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Accommodations	403.80
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Registration	566.75
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TOWN OF AMHERST TRAVEL EXPENSE CLAIM



** Fill in Shaded Areas Only

Type of Claim, please select:

Travel Expense or Travel Advance

CLAIMANT:

Greg Herrett, CAO

DEPARTMENT:

Executive Office

DATES:

October 16-19, 2018

PURPOSE OF EXPENSE:

AMA Fall Conference

Date:	16-Oct-18	17-Oct-18	18-Oct-18	19-Oct-18	Mileage /Km	Totals
Destination	Baddeck		Springhill			
Mileage (Kms)	338		338		\$0.4415	\$ 298.45
Total Mileage	\$ 149.23	\$ -	\$ -	\$ 149.23	\$ -	\$ 298.45
Meals - Cost Incl. Taxes & Gratuity						
Breakfast	\$ 12.00	\$ -	\$ 12.00	\$ 12.00	\$ -	\$ 36.00
Guest Name						
Lunch	\$ 17.00	\$ 17.00	\$ -	\$ -	\$ -	\$ 17.00
Guest Name						
Dinner	\$ 26.00	\$ 26.00	\$ 26.00	\$ -	\$ -	\$ 52.00
Guest Name						
Total Meals	\$ 43.00	\$ 38.00	\$ 12.00	\$ 12.00	\$ -	\$ 105.00
Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accommodations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	Amount	\$ -	\$ -	\$ -	\$ -	\$ -
	Description					\$ -
Other						
Tolls	\$ 2.00	\$ -	\$ -	\$ 2.00	\$ -	\$ 4.00
Incidentals	\$ 10.00	\$ 10.00	\$ 10.00	\$ -	\$ -	\$ 30.00
						\$ 34.00

G/L 6030
 Cost Center EXEC
 Work Order 10000032
 Vendor Number 101056

TOTAL EXPENSES

\$ 437.45

Less Travel Advance - *Banquet Dinner Ticket*

\$ 55.00

TOTAL EXPENSES DUE TO CLAIMANT

\$ 382.45

Signature of Claimant:

Conforms to Travel Policy # 3000-01:

Approved By:

Date:

October 25/18



Springhill, Nova Scotia to Baddeck, Nova Scotia

Drive 338 km, 3 h 23 min

Springhill

Nova Scotia

Get on Trans-Canada Hwy/NS-104 E in Cumberland, Subd. C from NS-142 N

7 min (7.7 km)

1. Head northeast on Glooscap Trail/Main St/Nova Scotia Trunk 2 N toward Elgin St
350 m
2. Turn left onto Nova Scotia Trunk 2 N (signs for NS-2 W/NS-321/NS-142/Springhill Junction/Amherst)
950 m
3. Turn right onto NS-142 N (signs for NS-104/Trans Canada Highway/Amherst/Truro)
6.0 km
4. Turn right onto the Nova Scotia 104 E ramp to Halifax/Truro
350 m
5. Merge onto Trans-Canada Hwy/NS-104 E
⚠ Partial toll road

2 h 19 min (244 km)

Follow Trans-Canada Hwy to Margaree Rd in Baddeck

57 min (86.2 km)

6. At the roundabout, take the 2nd exit onto Trans-Canada Hwy/NS-104
100 m
7. Keep left to continue on Trans-Canada Hwy/NS-105 E, follow signs for Trans-Canada Highway/Cheticamp/Baddeck/Sydney
85.0 km
8. Take exit 9 toward Baddeck/Alexander Graham Bell
350 m
9. Turn right onto Margaree Rd
750 m



CivicInfo Registration Services

Your Order

[Print This Page](#)

Quantity	Item	Unit		Price
1	Fall Conference 2018 - Leveraging Our Collective Strength to Put Our Best Feet Forward -October 16 - 19, 2018	CAD 566.75	CAD	566.75
		Total	CAD	566.75

This order is now complete. Transaction approved!

Here is your receipt:

===== TRANSACTION RECORD =====

CivicInfo BC
 203-4475 Viewmont Avenue
 Victoria, BC V8Z 6L8
 Canada
 www.civicinfo.bc.ca

TYPE: Purchase

ACCT: Visa \$ 566.75 CAD

CARD NUMBER : #####1253
 DATE/TIME : 20 Sep 18 07:57:44
 REFERENCE # : 001 737852 M
 AUTHOR. # : 027703
 TRANS. REF. : AMANS-FALL-18

Approved - Thank You 000

Please retain this copy for your records.

Cardholder will pay above amount to card issuer pursuant to cardholder agreement.

=====

Inverary Resort & Ceilidh Country Lodge
P.O. Box 190
369 Shore Road
Baddeck, Nova Scotia
B0E 1B0
Telephone: 902 295 3500 Fax: 902-295-3527

Key Rector - Amherst
 East Victoria St
 Amherst
 Nova Scotia
 B4H 1X6

Page # 1 Inv.# 1810190003
 Res. # 362672
 Checked in Tue Oct 16/18 - 11:51am
 Checked out Fri Oct 19/18 - 7:27am
 Nights 3
 Room Rate 135.00
 Promo Code
 Room 097

RECEIVED

OCT 29 2018

Corporate Services
 Amherst, N.S.

Group: A M A N S

Date	Description	Reference	Charges	Credits
Oct16	Grp codes	Rm078 -G. Herrett -	135.00 ✓	
Oct16	CB Island Marketing Levy	Rm078 -G. Herrett -	2.70 ✓	
Oct16	HST	Rm078 -G. Herrett -	20.66 ✓	
Oct16	Grp codes	Rm079 -K. Jones - A	135.00 ✓	
Oct16	CB Island Marketing Levy	Rm079 -K. Jones - A	2.70 ✓	
Oct16	HST	Rm079 -K. Jones - A	20.66 ✓	
Oct16	Grp codes	Rm080 -S. Wilson -	135.00 ✓	
Oct16	CB Island Marketing Levy	Rm080 -S. Wilson -	2.70 ✓	
Oct16	HST	Rm080 -S. Wilson -	20.66 ✓	
Oct16	Group Individual Rooms	Rm099 -S. Hembrough	135.00 ✓	
Oct16	CB Island Marketing Levy	Rm099 -S. Hembrough	2.70 ✓	
Oct16	HST	Rm099 -S. Hembrough	20.66 ✓	
Oct17	Group Individual Rooms	Rm069 -K. Jones - A	135.00 ✓	
Oct17	CB Island Marketing Levy	Rm069 -K. Jones - A	2.70 ✓	
Oct17	HST	Rm069 -K. Jones - A	20.66 ✓	
Oct17	Grp codes	Rm078 -G. Herrett -	135.00 ✓	
Oct17	CB Island Marketing Levy	Rm078 -G. Herrett -	2.70 ✓	
Oct17	HST	Rm078 -G. Herrett -	20.66 ✓	
Oct17	Grp codes	Rm080 -S. Wilson -	135.00 ✓	
Oct17	CB Island Marketing Levy	Rm080 -S. Wilson -	2.70 ✓	
Oct17	HST	Rm080 -S. Wilson -	20.66 ✓	
Oct17	Group Individual Rooms	Rm099 -S. Hembrough	135.00 ✓	
Oct17	CB Island Marketing Levy	Rm099 -S. Hembrough	2.70 ✓	
Oct17	HST	Rm099 -S. Hembrough	20.66 ✓	
Oct18	Group Individual Rooms	Rm069 -K. Jones - A	135.00 ✓	
Oct18	CB Island Marketing Levy	Rm069 -K. Jones - A	2.70 ✓	
Oct18	HST	Rm069 -K. Jones - A	20.66 ✓	
Oct18	Grp codes	Rm078 -G. Herrett -	135.00 ✓	
Oct18	CB Island Marketing Levy	Rm078 -G. Herrett -	2.70 ✓	
Oct18	HST	Rm078 -G. Herrett -	20.66 ✓	
Oct18	Grp codes	Rm080 -S. Wilson -	135.00 ✓	
Oct18	CB Island Marketing Levy	Rm080 -S. Wilson -	2.70 ✓	
Oct18	HST	Rm080 -S. Wilson -	20.66 ✓	

6030
 EXEC
 1-0032

EXEC
 1-0332
 FINMAN
 1-0322

6030
 Genclm
 1-3323

Shelley

6030
 TECH
 1-3380

Inverary Resort & Ceilidh Country Lodge
P.O. Box 190
369 Shore Road
Baddeck, Nova Scotia
B0E 1B0
Telephone: 902 295 3500 Fax: 902-295-3527

Wiley Rector - Amherst
 East Victoria St
 Amherst
 Nova Scotia
 B4H 1X6

Page # 2 Inv.# 1810190003
 Res. # 362672
 Checked in Tue Oct 16/18 - 11:51am
 Checked out Fri Oct 19/18 - 7:27am
 Nights 3
 Room Rate 135.00
 Promo Code
 Room 097

Group: A M A N S

Date	Description	Reference	Charges	Credits
Oct18	Group Individual Rooms		135.00 ✓	
Oct18	CB Island Marketing Levy		2.70 ✓	
Oct18	HST		20.66 ✓	
Oct19	Adjustment Room Charges IT	NoWifi15%DiscRm78x3	-60.75 ✓	
Oct19	CB Island Marketing Levy	NoWifi15%DiscRm78x3	-1.22 ✓	
Oct19	HST	NoWifi15%DiscRm78x3	-9.30 ✓	
Oct19	Adjustment Room Charges IT	NoWifi15%discRm80x3	-60.75 ✓	
Oct19	CB Island Marketing Levy	NoWifi15%discRm80x3	-1.22 ✓	
Oct19	HST	NoWifi15%discRm80x3	-9.30 ✓	
Oct19	INVOICE BALANCE OUTSTANDING			2074.50
	Total Outstanding this Invoice		2,074.50	2074.50

Town Of Amherst
 Attn: Marie MacDonald
 98 East Victoria St
 Amherst
 Nova Scotia B4H 1X6

Please issue payment to: Inverary Resort
 PO Box 190
 Baddeck, NS
 B0E 1B0

Our H.S.T. # is 102520731

Charge Summary:
 HST 270.64

A/P COSTING

VENDOR # _____
 A/P # _____ Cheque # _____
 C. # _____ Cheque Date _____
 W/O # _____

Herrett Jones Wilson Rector Hembrough

16-Oct Grp Code	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00
Levy	\$2.70	\$2.70	\$2.70	\$2.70	\$2.70
HST	\$20.66	\$20.66	\$20.66	\$20.66	\$20.66
17-Oct Grp Code	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00
Levy	\$2.70	\$2.70	\$2.70	\$2.70	\$2.70
HST	\$20.66	\$20.66	\$20.66	\$20.66	\$20.66
18-Oct Grp Code	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00
Levy	\$2.70	\$2.70	\$2.70	\$2.70	\$2.70
HST	\$20.66	\$20.66	\$20.66	\$20.66	\$20.66
19-Oct Adjst. IT Credit	-\$60.75		-\$60.75		
Levy Credit	-\$1.22		-\$1.22		
HST Credit	-\$9.30		-\$9.30		

Totals:

Before HST	\$351.13	\$413.10	\$351.13	\$413.10	\$275.40
HST	\$52.68	\$61.98	\$52.68	\$61.98	\$41.32
Total:	<u>\$403.81</u>	<u>\$475.08</u>	<u>\$403.81</u>	<u>\$475.08</u>	<u>\$316.72</u>

TOTAL INVOICE: \$2,074.50

A/P COSTING

VENDOR # 100083
 AM# 01 Cheque # _____
 CC EXEC PO# 45-63584
 GL 6030 Cheque Date _____
 W/O # 1-0032
 351.13 + HST

A/P COSTING

VENDOR # 100083
 AM# 01 Cheque # _____
 CC EXEC PO# 45-63584
 GL 6030 Cheque Date _____
 W/O # 1-3322
 413.10 + HST

A/P COSTING

VENDOR # 100083
 AM# 01 Cheque # _____
 CC FINMAN PO# 45-63584
 GL 6030 Cheque Date _____
 W/O # 1-0322
 351.13 + HST

A/P COSTING

VENDOR # 100083
 AM# 01 Cheque # _____
 CC GENADMN PO# 45-63584
 GL 6030 Cheque Date _____
 W/O # 1-3323
 413.10 + HST

A/P COSTING

VENDOR # 100083
 AM# 01 Cheque # _____
 CC TECH PO# 45-63584
 GL 6030 Cheque Date _____
 W/O # 1-3380
 275.40 + HST

510567 8930

