

GREG HERRETT, CAO – TRAVEL CLAIM SUMMARY

AMA Spring Conference – June 13-15, 2018	
Travel Claim	386.15
Airfare	
Accommodations	319.70
Registration	287.50

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: June 13-15, 2018

PURPOSE OF EXPENSE: AMA Spring Conference

	Date:	June 13/18	June 14/18	June 15/18			Mileage	Totals
Destination		White Point		Springhill			/Km	
Mileage (Kms)		315		315			\$0.4415	\$ 278.15
Total Mileage		\$ 139.07	\$ -	\$ 139.07	\$ -	\$ -		\$ 278.15
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	\$ 12.00		\$ 12.00	\$ 12.00	\$ -	\$ -		\$ 24.00
Guest Name								
Lunch	\$ 17.00	\$ 17.00		\$ 17.00	\$ -	\$ -		\$ 34.00
Guest Name								
Dinner	\$ 26.00	\$ 26.00		\$ -	\$ -	\$ -		\$ 26.00
Guest Name								
Total Meals		\$ 43.00	\$ 12.00	\$ 29.00	\$ -	\$ -		\$ 84.00
Parking		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Accommodations		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Miscellaneous	Amount	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Description							\$ -
Other								
Tolls		\$ 2.00		\$ 2.00	\$ -	\$ -		\$ 4.00
Incidentals		\$ 10.00	\$ 10.00	\$ -	\$ -	\$ -		\$ 20.00
								\$ 24.00

G/L: 6030

Cost Center: EXEC

Work Order: 1000000032

Vendor Number: 101056

19-15623.

TOTAL EXPENSES	\$ 386.15
Less Travel Advance	\$ -
TOTAL EXPENSES DUE TO CLAIMANT	\$ 386.15

Signature of Claimant:

Approved By: _____

Conforms to Travel Policy # 3000-01:

Date: June 25/18

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

Follow Trans-Canada Hwy/NS-104 E, NS-102 S and NS-103 W to Old Port Mouton Rd in Queens

3 h (300 km)

- ↗ 5. Merge onto Trans-Canada Hwy/NS-104 E
 ▲ Partial toll road 76.0 km
- ↘ 6. Take exit 15 for NS-102 toward Halifax/Truro 850 m
- ↑ 7. Continue onto NS-102 S 74.1 km
- ↘ 8. Keep right at the fork to stay on NS-102 S 12.8 km
- ↘ 9. Take the exit toward Hammonds Plains Rd/NS-213 W 350 m
- ↘ 10. Keep left at the fork, follow signs for Atlantic Acres/Business Park/Hammonds Plains Road/Nova Scotia 103/Nova Scotia 213 65 m
- ↶ 11. Turn left onto Hammonds Plains Rd/NS-213 W 15.1 km
- ↗ 12. Slight right onto the Nova Scotia Highway 103 W ramp to Hubbards/Yarmouth 400 m
- ↗ 13. Merge onto NS-103 W 120 km

Drive to Nova Scotia Trunk 3 W in Hunts Point

7 min (7.9 km)

↶ 14. Turn left onto Old Port Mouton Rd

350 m

↑ 15. Continue onto White Point Connector

850 m

↷ 16. Turn right onto Nova Scotia Trunk 3 W

6.7 km

White Point

Nova Scotia B0T 1G0

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



75 White Point Beach Resort Road, Hunts Point, Nova Scotia B0T 1G0
 Toll Free: 1-800-565-5068 | Local 1-902-354-2711 | Fax 902-354-7278
 www.whitepoint.com

Reservation Number 41062

Send to Greg Herrett
 98 East Victoris Street
 Amherst, NS B4H 1X6

Phone

Guest Name Greg Herrett **Arrival Date** 6/13/18 **Departure Date** 6/15/18

Group Assoc Of Municipal Administrators Of NS **Room Information** 174 - Lakeside Retreat Lakeview Room

Bill To Greg Herrett
 98 East Victoris Street
 Amherst, NS B4H 1X6

Phone

Folio Number 62888

Trans Date	Description	Voucher	Amount
Charges			
6/13/18	Assoc of Municipal Administrat	170-174	139.00
6/13/18	HST	170-174	20.85
6/14/18	Assoc of Municipal Administrat	170-174	139.00
6/14/18	HST	170-174	20.85
Subtotal			319.70
Total Charges			319.70

Payments

2/20/18	Visa	#####3552	063543 174	0000035043	-159.85
Subtotal					-159.85
Total Payments					-159.85
				Balance Due:	159.85

		Total
Total Tax	HST	
	\$41.70	\$41.70

HST# 105671234RT0001



Your Order

[Print This Page](#)

Quantity	Item	Unit		Price
1	2018 Spring Conference -June 13 - 15, 2018	CAD 287.50	CAD	287.50
Total			CAD	287.50

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 $ 287.50 CAD

CARD NUMBER : #####1253
DATE/TIME   : 01 May 18 11:33:12
REFERENCE # : 001 016226 M
AUTHOR. #   : 096241
TRANS. REF. : AMANS-6128

      Approved - Thank You 000

Please retain this copy for your records.

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

```

Secure Payment provided by [E-xact Transactions Ltd.](#)

