

GREG HERRETT, CAO – TRAVEL CLAIM SUMMARY	
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Urban Mayors/CAOs meeting in Bridgewater, 2 February 2018	
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Travel Claim	\$230.97
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Airfare	
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Accommodations	
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Registration	
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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

DEPARTMENT:

Executive Office

DATES:

02-Feb-18

PURPOSE OF EXPENSE:

Urban Mayors / CAOs meeting

	Date:	Feb 2/18	Feb 2/18					Mileage	Totals
Destination		Bridgewater	Springhill					/Km	
Mileage (Kms)		264.6	264.6					\$0.4289	\$ 226.97
Total Mileage		\$ 113.49	\$ 113.49	\$ -	\$ -	\$ -	\$ -		\$ 226.97
Meals - Cost Incl. Taxes & Gratuity									
Breakfast	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Guest Name									
Lunch	\$ 17.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Guest Name									
Dinner	\$ 26.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Guest Name									
Total Meals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Parking		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Accommodations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Miscellaneous	Amount	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
	Description								\$ -
Other									
Tolls		\$ 2.00	\$ 2.00	\$ -	\$ -	\$ -	\$ -		\$ 4.00
Incidentals									\$ -
									\$ 4.00

G/L 6030
 Cost Center EXEC
 Work Order 1000000034
 Vendor Number 101056

TOTAL EXPENSES	\$ 230.97
Less Travel Advance	\$ -
TOTAL EXPENSES DUE TO CLAIMANT	\$ 230.97

Signature of Claimant:

[Handwritten Signature]

Conforms to Travel Policy # 3000-01:

Approved By:

Date: 20180108

19-15362.

