

GREG HERRETT, CAO – TRAVEL CLAIM SUMMARY	
NSFM / Joint Roads Committee – May 2, 2019 – Bedford, NS	
Travel Claim	161.72
Airfare	
Accommodations	
Registration	

TOWN OF AMHERST TRAVEL EXPENSE CLAIM

** Fill in Shaded Areas Only

Type of Claim, please circle:

Travel Expense or Travel Advance



CLAIMANT: Greg Herrett, CAO

DEPARTMENT: Executive Office

DATES: 02-May-19

PURPOSE OF EXPENSE: Joint Roads Committee

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km	Total
		May 2/19	May 2/19					
Transportation								
Destination		Bedford	Springhill					
Mileage (Kms)		172	172			\$0.4585		
Total Mileage		\$ 78.86	\$ 78.86	\$ -	\$ -	\$ -	\$ 157.72	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ 2.00	\$ 2.00	\$ -	\$ -	\$ -	\$ 4.00	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Lunch	No	\$ 17.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Dinner	No	\$ 26.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Meals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Description						
TOTAL EXPENSES PAID BY CLAIMANT							\$ 161.72	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 161.72 (a)	

SAP CODING:

G/L: 6030

Cost Center: EXEC

Work Order: 1-034

Vendor Number: 101056

19-16242

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			
TOTAL EXPENSES PAID BY TOWN			\$ - (b)

TOTAL COST OF EVENT:

\$ 161.72 (a + b)

Signature of Claimant:

Greg Herrett

Employee Acknowledge Document on File for
Current Fiscal Year (circle one):

Yes or No

Conforms to Expense
Reimbursement Policy
3000-07:

Am

Approved By:

[Signature]





Date:

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 Nova Scotia Trunk 2 N toward Elgin St
350 m
-  2. Turn left to stay on 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 and NS-102 S to Hammonds Plains Rd/NS-213 W in Bedford. Exit from NS-102 S

1 h 33 min (164 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
400 m
-  10. Turn left onto Hammonds Plains Rd/NS-213 W
8 s (36 m)

Bedford

Nova Scotia

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.