

GREG HERRETT, CAO – TRAVEL CLAIM SUMMARY	
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NSFM Spring Workshop - May 8-9, 2019 – Truro, NS	
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Travel Claim	120.44
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Airfare	
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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: Greg Herrett, CAO
 DEPARTMENT: Executive Office
 DATES: May 8-9, 2019
 PURPOSE OF EXPENSE: NSFM Spring Workshop

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.4585	Total
		May 8/19	May 9/19					
Transportation								
Destination		Truro	Springhill					
Mileage (Kms)		89.9	89.9					
Total Mileage		\$ 41.22	\$ 41.22	\$ -	\$ -	\$ -	\$ 82.44	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No			\$ -	\$ -	\$ -	\$ -	
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							\$ 120.44	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 120.44 (a)	

19-16243

SAP CODING:
 G/L 6030
 Cost Center EXEC
 Work Order 1-1069
 Vendor Number 101056

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	132.25	Natalie LeBlanc	
Event Registration Fee	350.00	PO-45-65262	
Airfare			
Other			

TOTAL EXPENSES PAID BY TOWN \$132.25 (b)

TOTAL COST OF EVENT: \$602.69 (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:



Springhill, Nova Scotia to Truro, Nova Scotia

Drive 89.9 km, 58 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 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 to Nova Scotia Trunk 2 S in Lower Truro. Take exit 14 from NS-102 S

46 min (79.2 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
2.0 km
- ↘ 8. Take exit 14 for Nova Scotia Trunk 2/Nova Scotia 236 toward Truro/Bible Hill/Maitland
350 m

Follow Nova Scotia Trunk 2 S to Prince St in Truro

5 min (3.0 km)

- ↷ 9. Turn right onto Nova Scotia Trunk 2 S (signs for NS-2/Truro/Bible Hill)
240 m

10. At the roundabout, take the 1st exit and stay on Nova Scotia Trunk 2 S heading to Truro/Bible Hill
1.5 km
11. Turn right onto Juniper St/Nova Scotia Trunk 2 S
350 m
12. Turn left onto Prince St/Nova Scotia Trunk 2 S
900 m
13. Continue straight onto Prince St
25 m

Truro

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.



Holiday Inn

05-09-19

Greg Herrett Amherst NS B4H 4A1 Canada	Folio No. :	161657	Room No. :	116
	A/R Number :		Arrival :	05-08-19
	Group Code :	USW	Departure :	05-09-19
	Company :	Town of Amherst	Conf. No. :	26356761
	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.

Holiday Inn Conference Centre Truro
 437 Prince Street
 Truro NS B2N 1E6
 Telephone: (902) 895-1651 Fax (902) 893-9455
 HST # 863776738RT0005

Nova Scotia Federation of Municipalities

Suite 1304, 1809 Barrington St
Halifax, Nova Scotia B3J 3K8

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