

<b>GREG HERRETT, CAO – TRAVEL CLAIM SUMMARY</b>	
NSFM/NSTIR Joint Roads Committee – August 1, 2019 – Bedford, NS	
Travel Claim	161.54
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 Herratt, CAO  
 DEPARTMENT: Executive Office  
 DATES: 01-Aug-19  
 PURPOSE OF EXPENSE: NSFM / NSTIR Joint Roads Committee

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates					Mileage /Km \$0 4585	Total	
		Aug 1/19	Aug 1/19						
<b>Transportation</b>									
Destination		Bedford	Springhill						
Mileage (Kms)		171.8	171.8						
Total Mileage		\$ 78.77	\$ 78.77	\$ -	\$ -	\$ -	\$ 157.54		
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Tolls	No	\$ 2.00	\$ 2.00	\$ -	\$ -	\$ -	\$ 4.00		
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>									
Breakfast	No	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -		
Lunch	No	\$ 17.00	\$ -	\$ -	\$ -	\$ -	\$ -		
Dinner	No	\$ 26.00	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Meals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		Description							
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							\$ 161.54		
Less Travel Advance							\$ -		
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							\$ 161.54 (a)		

SAP CODING:  
 G/L 6030  
 Cost Center EXEC  
 Work Order 1-034  
 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			
Event Registration Fee			
Airfare			
Other			
<b>TOTAL EXPENSES PAID BY TOWN</b>			\$ - (b)

19-16450

**TOTAL COST OF EVENT:** \$ 161.54 (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: Aug 13 2019

### Springhill

Nova Scotia

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

6 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 32 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  
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  
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.