

GREG HERRETT, CAO – TRAVEL CLAIM SUMMARY	
Accessibility Act Workshop – September 30, 2019 – Truro	
Travel Claim	105.73
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: 30-Sep-19
 PURPOSE OF EXPENSE: Accessibility Act Workshop

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.4585	Total
		Sept 30/19	Sept 30/19					
Transportation								
Destination		Truro	Springhill					
Mileage (Kms)		92.4	92.4					
Total Mileage		\$ 42.37	\$ 42.37	\$ -	\$ -	\$ -	\$ 84.73	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ 2.00	\$ 2.00	\$ -	\$ -	\$ -	\$ 4.00	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Lunch	No	\$ 17.00	\$ 17.00	\$ -	\$ -	\$ -	\$ -	
Dinner	No	\$ 26.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Meals		\$ 17.00	\$ -	\$ -	\$ -	\$ -	\$ 17.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Description						
TOTAL EXPENSES PAID BY CLAIMANT							\$ 105.73	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 105.73 (a)	

SAP CODING:
 G/L 6030
 Cost Center EXEC
 Work Order 1-034
 Vendor Number 101056

19-16572

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: \$ 105.73 (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: _____



93 Herrett Rd, Springhill, NS B0M 1X0 to
Truro Fire Service

Drive 92.4 km, 1 h 1 min

93 Herrett Rd

Springhill, NS B0M 1X0

Get on Trans-Canada Hwy/NS-104 E in Cumberland, Subd. C
from Nova Scotia Trunk 2 N and NS-142 N

- 9 min (9.2 km)
- ↑ 1. Head north on Herrett Rd toward Starr St
400 m
 - ↘ 2. Turn right onto McGee Street Extension
130 m
 - ↘ 3. Turn right onto Nova Scotia Trunk 2 N
350 m
 - ↙ 4. Turn left to stay on Nova Scotia Trunk 2 N
1.0 km
 - ↙ 5. Turn left to stay on Nova Scotia Trunk 2 N (signs
for NS-2 W/NS-321/NS-142/Springhill
Junction/Amherst)
950 m
 - ↘ 6. Turn right onto NS-142 N (signs for NS-104/Trans
Canada Highway/Amherst/Truro)
6.0 km
 - ↗ 7. 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

- 45 min (79.2 km)
- ↗ 8. Merge onto Trans-Canada Hwy/NS-104 E
⚠ Toll road
76.0 km
 - ↘ 9. Take exit 15 for NS-102 toward Halifax/Truro
850 m
 - ↑ 10. Continue onto NS-102 S
2.0 km
 - ↘ 11. Take exit 14 for Nova Scotia Trunk 2/Nova Scotia
236 toward Truro/Bible Hill/Maitland
350 m

Continue on Nova Scotia Trunk 2 S. Drive to Victoria St in Truro

7 min (3.9 km)

➤ 12. Turn right onto Nova Scotia Trunk 2 S (signs for NS-2/Truro/Bible Hill)

240 m

📍 13. At the roundabout, take the 1st exit and stay on Nova Scotia Trunk 2 S heading to Truro/Bible Hill

1.5 km

➤ 14. Turn right onto Juniper St/Nova Scotia Trunk 2 S

350 m

⬅ 15. Turn left onto Prince St/Nova Scotia Trunk 2 S

900 m

↑ 16. Continue straight onto Prince St

350 m

➤ 17. Turn right onto Pleasant St

300 m

⬅ 18. Turn left onto Victoria St

📍 Destination will be on the left

270 m

Truro Fire Service

165 Victoria St, Truro, NS B2N 1Z5

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.