

GREG HERRETT, CAO – TRAVEL CLAIM SUMMARY	
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AMA Fall Conference – October 15-17, 2019 – Digby	
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Travel Claim	403.53
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Airfare	
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Accommodations	455.40
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Registration	569.25
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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
 DEPARTMENT: CAO's Office
 DATES: October 15-17, 2019
 PURPOSE OF EXPENSE: AMA Fall Conference

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.4585	Total
		Oct 15/19	Oct 16/19	Oct 17/19				
Transportation								
Destination		Digby		Springhill				
Mileage (Kms)		384		384				
Total Mileage		\$ 176.06	\$ -	\$ 176.06	\$ -	\$ -	\$ 352.13	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ 2.00	\$ -	\$ 2.00	\$ -	\$ -	\$ 4.00	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ -		
Lunch	No	\$ 17.00	\$ 17.00	\$ -	\$ -	\$ -		
Dinner	No	\$ 26.00	\$ 26.00	\$ -	\$ -	\$ -		
Total Meals		\$ 55.00	\$ 38.00	\$ 12.00	\$ -	\$ -	\$ 105.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Description						
TOTAL EXPENSES PAID BY CLAIMANT							\$ 461.13	
Less Travel Advance		\$50 + HST for dinner buffet October 16, 2019					\$ 57.50	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 403.63 (a)	

SAP CODING:
 G/L 6030
 Cost Center EXEC
 Work Order 1-0032
 Vendor Number 101056

19-16577

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	Town Credit Card	Natalie LeBlanc	\$ 455.40
Event Registration Fee	Town Credit Card	Greg Herrett	\$ 569.25
Airfare			

TOTAL EXPENSES PAID BY TOWN \$ 1,024.65 (b)

TOTAL COST OF EVENT: \$ 1,428.28 (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: Oct 23/19



Herrett Rd, Nova Scotia to Digby Pines Golf
Resort & Spa

Drive 384 km, 3 h 48 min

Herrett Rd

Nova Scotia

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


9 min (9.4 km)

1. Head north on Herrett Rd toward Hall St
600 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, NS-102 S and NS-101
to NS-303 N in Digby. Take exit 26 from NS-101


3 h 29 min (370 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
74.1 km
11. Keep right at the fork to stay on NS-102 S
8.6 km

-  12. Take exit 4B to merge onto Evangeline Trail/Nova Scotia Trunk 1 W/NS-101 toward Lower Sackville/Windsor

 Continue to follow NS-101


210 km

-  13. Take exit 26 for NS-303 toward NS-217/Digby /Saint John Ferry


450 m

Drive to NS-303 N

7 min (4.7 km)

-  14. Turn right onto NS-303 N (signs for NS-217/Digby /Saint John Ferry/Digby Neck/Brier Island/Conway)

2.2 km

-  15. Turn left onto Victoria St/NS-303 N (signs for Saint John Ferry/Digby Neck/Long Island/Brier Island/NS-217)

 Continue to follow NS-303 N

2.5 km

Digby Pines Golf Resort & Spa

103 Shore Rd, Digby, NS B0V 1A0

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.

Digby Pines Golf Resort and Spa
P.O. Box 70
103 Shore Road
Digby, NS
B0V 1A0
Telephone: 902-245-2511 Fax: 902-245-6133

Greg Herrett
Town of Amherst
Box 516
Amherst, NS
B4H 4A1

Page # 1
Res. # 154019
Checked in Tue Oct 15/19 - 12:01pm
Checked out Thu Oct 17/19 - 8:10am
Nights 2

Promo Code
Room R300

Group: A.M.A - 2019

Date	Description	Reference	Charges	Credits
Oct15	Association of Municipal Admin		132.00	
Oct15	HST		19.80	
Oct16	Association of Municipal Admin		132.00	
Oct16	HST		19.80	
Oct17	Room - Group Association	Leaving a day early	132.00	
Oct17	HST	Leaving a day early	19.80	
Oct17	PAID BY VISA - Thank you			455.40
			0.00	455.40

Our H.S.T. # is 125030429RT0013

Charge Summary:

HST 59.40

Digby Pines Golf Resort and Spa
P.O. Box 70
103 Shore Road
Digby, NS
BOV 1A0
902-245-2511

TYPE	Purchase
ACCOUNT	Visa
CARD NUMBER	**** * 3552
DATE/TIME	2019-10-17 08:10:50
REF NUMBER	611076470011660020 M
ORDER ID	15401929444
AUTH CODE	059741

AMOUNT \$455.40

01 APPROVED - THANK YOU 027

Cardholder will pay card issuer
above amount pursuant to
Cardholder Agreement

IMPORTANT - RETAIN FOR YOUR RECORDS

Customer Copy

Greg Herrett

From: registrations@civicinfo.bc.ca
Sent: Wednesday, September 25, 2019 5:01 PM
To: Greg Herrett
Cc: registrations@civicinfo.bc.ca
Subject: REGISTRATION: AMANS Fall Conference: Challenge Yourself in Change - October 15 - 18, 2019



Thank you for registering for

AMANS Fall Conference: Challenge Yourself in Change - October 15 - 18, 2019.

This is an automated response, detailing the information we have received from you. You do not need to reply to this e-mail.

If paying by cheque, please send cheque with a copy of this confirmation payable to **Association of Municipal Administrators, NS**
Mail to: **1809 Barrington St.**
Suite 1304
Halifax, NS
B3J 3K8.

Contact Andrea Jeffs 902-423-2215 aleffs@amans.ca	Registration Information
When October 15 - 18, 2019	Name: GREG HERRETT
Where Digby Pines Resort 103 Shore Road Digby Pines Resort, NS View map	Organization Name: Town of Amherst
Share Share this event on Facebook Tweet that you are attending	Name for Name Tag: GREG HERRETT
Remember Save to Outlook Calendar	Position: CAO
	Address: PO Box 516
	City: Amherst
	Province: NS
	Postal Code: B4H 4A1
	Phone: 902-667-6513
	Email: gherrett@amherst.ca
	Dietary Restrictions: None
	Mobility Issues: NO
	First AMA Conference: NO
	Conference Fees and Sessions
	Delegate Type: Member
	Tue, Oct 15 - MFO Session (12:00pm - 3:30pm): NO
	Wed, Oct 16 - Evening Supper (5:00pm - 6:00pm) (\$50 + HST): YES
	Wed, Oct 16 - Trivia (6:30pm - 8:30pm): YES
	Thu, Oct 17 - Fun Run (6:30am - 7:30am): NO
	Thu, Oct 17 - Presidents Banquet (6:00pm - 8:30pm): YES
	Extra Ticket for Thursday Dinner (\$65 + HST): NO
	Extra Dietary Restrictions: None
	Payment Information

	Sub Total:	\$495.00
	15% HST #124731324RT0001:	\$74.25
	Total:	\$569.25
	Date Registered:	2019-09-25 13:01:12

[Click here to Review Payment Status or Pay with your Credit Card](#)

To request a refund for this event, or to request changes to your registration details, [click here](#).

PLEASE NOTE THAT IF YOU PAY ON-LINE, THE CHARGE WILL APPEAR ON YOUR STATEMENT AS BEING FROM (AMANS-FALL-19).



