

GREG HERRETT, CAO – TRAVEL CLAIM SUMMARY	
NSFM / NSTIR Joint Roads Committee – Bedford – December 12, 2019	
Travel Claim	\$160.81
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: 12-Dec-19
 PURPOSE OF EXPENSE: NSFM / NSTIR Joint Roads Committee

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.4585	Total
		Dec 12/19	Dec 12/19					
Transportation								
Destination		Bedford	Springhill					
Mileage (Kms)		171	171					
Total Mileage		\$ 78.40	\$ 78.40	\$ -	\$ -	\$ -	\$ 156.81	
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							\$ 160.81	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 160.81 (a)	

SAP CODING:
 G/L: 6030
 Cost Center: EXEC
 Work Order: 1-034
 Vendor Number: 101056
19-16739

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: \$ 160.81 (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: Jan 31/20



Herrett Rd, Nova Scotia to 107 Oakmount Dr,
Bedford, NS B4A 2W2

Drive 171 km, 1 h 42 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 and NS-102 S to Nova
Scotia Trunk 1 E in Bedford

1 h 30 min (160 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
9.0 km
- ↘ 12. Take exit 4A for Nova Scotia 1 Trunk toward
Nova Scotia 2 Trunk/Nova Scotia 7
Trunk/Bedford/Dartmouth
300 m

- 
12. Turn left onto Prince St/Nova Scotia Trunk 2 S
900 m
 13. Continue straight onto Prince St
850 m
 14. Turn left onto Church St
 Destination will be on the right
120 m

1 Church St

Truro, NS B2N 3Z5

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.