

GREG HERRETT, CAO – TRAVEL CLAIM SUMMARY	
Meeting with Cox & Palmer – September 16, 2020 - Halifax	
Travel Claim	\$165.98
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: 16-Sep-20
 PURPOSE OF EXPENSE: Meeting with Cox & Palmer

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.4585	Total
		Sept 16/20	Sept 16/20					
Transportation								
Destination		Halifax	Springhill					
Mileage (Kms)		181	181					
Total Mileage		\$ 82.99	\$ 82.99	\$ -	\$ -	\$ -	\$ 165.98	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No			\$ -	\$ -	\$ -	\$ -	
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							\$ 165.98	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 165.98 (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			
TOTAL EXPENSES PAID BY TOWN			\$ - (b)

TOTAL COST OF EVENT: \$ 165.98 (a + b)

Signature of Claimant:

[Handwritten Signature]

Employee Acknowledge Document on File for
 Current Fiscal Year (circle one):

Yes No

[Handwritten Signature]

Conforms to Expense
 Reimbursement Policy
 # 3000-07:

[Handwritten Signature]
 Date: Oct 26/20

Approved By:










93 Herrett Rd, Springhill, NS B0M 1X0 to Purdy's Wharf, Halifax, NS B3J 3N2

Drive 181 km, 1 hr 52 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

-  1. Head north on Herrett Rd toward Starr St 8 min, 9.2 km
-  2. Turn right onto McGee Street Extension 400 m
-  3. Turn right onto Nova Scotia Trunk 2 N 730 m
-  4. Turn left to stay on Nova Scotia Trunk 2 N 390 m
-  5. Turn left to stay on Nova Scotia Trunk 2 N (signs for NS-2 W/NS-321/NS-142/Springhill Junction/Amherst) 1.0 km
-  6. Turn right onto NS-142 N (signs for NS-104/Trans Canada Highway/Amherst/Truro) 950 m
-  7. Turn right onto the Trans Canada Hwy/Nova Scotia 104 E ramp to Truro/Halifax 6.0 km

Follow Trans-Canada Hwy/NS-104 E and NS-102 S to Woodland Ave/NS-118 in Dartmouth

-  8. Merge onto Trans-Canada Hwy/NS-104 E 2 min, 33 min, 166 km
left road
-  9. Take exit 15 for NS-102 toward Halifax/Truro 75.0 km
-  10. Continue onto NS-102 S 540 m
-  11. Keep left at the fork to continue on NS-118, follow signs for NS-107/NS-111/Dartmouth/Halifax 54.1 km

Continue on Woodland Ave/NS-118. Take Victoria Rd/Victoria Rd Ext/NS-322 S, Angus L. Macdonald Bridge,

