

| JASON MACDONALD, CAO – TRAVEL CLAIM SUMMARY | |
|---|----------|
| CJSMA Windup Meeting – Springhill, NS – January 6, 2023 | |
| Travel Claim | \$225.41 |
| Accommodations | |
| Registration | |

**TOWN OF AMHERST
TRAVEL EXPENSE CLAIM**



** Fill in Shaded Areas Only

Type of Claim, please circle: Travel Expense or Travel Advance

CLAIMANT: Jason MacDonald
 DEPARTMENT: Executive Office
 DATES: 06-Jan-23
 PURPOSE OF EXPENSE: CJMSA Windup Meeting

EXPENSES PAID BY CLAIMANT:

| | Receipt Required: | Dates | | | | | Mileage /Km \$0.5113 | Total |
|--|----------------------|------------|-----------|------|------|------|----------------------------|-------|
| | | Jan 06/23 | Jan 06/23 | | | | | |
| Transportation | | | | | | | | |
| Destination | | Springhill | Amherst | | | | | |
| Mileage (Kms) | | 26 | 26 | | | | | |
| Total Mileage | | \$ 13.29 | \$ 13.29 | \$ - | \$ - | \$ - | \$ 26.59 | |
| 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 | | | | | | | \$ 26.59 | |
| Less Travel Advance | | | | | | | \$ - | |
| TOTAL EXPENSES DUE TO CLAIMANT | | | | | | | \$ 26.59 (a) | |

SAP CODING:
 G/L 6030
 Cost Center EXEC
 Work Order 100002944
 Vendor Number 101161

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: \$ 26.59 (a + b)

Signature of Claimant: [Signature]
 Employee Acknowledge Document on File for Current Fiscal Year (circle one): Yes or No
 Approved By: [Signature]

Conforms to Expense Reimbursement Policy # 3000-07: [Signature]
 Date: JAN 30/23



Amherst, Nova Scotia to Springhill Service Centre, 43
Main St, Springhill, NS B0M 1X0

Drive 26.0 km, 24 min

Amherst
Nova Scotia

- ↑ 1. Head west on Havelock St toward Victoria St E/NS-6 E

4 m
 - ↶ 2. Turn left onto Glooscap Trail/Victoria St E/Nova Scotia Trunk 2 S/NS-6 W

130 m
 - ↶ 3. Turn left onto Nova Scotia Trunk 2 S

350 m
 - ↷ 4. Turn right onto Glooscap Trail/Nova Scotia Trunk 2 S

25.5 km
- i Destination will be on the left

Springhill Service Centre
43 Main St, Springhill, NS B0M 1X0