

JASON MACDONALD, CAO - Travel Claim	
FCM Conference – Ontario – May 24 - May 28, 2023	
Travel Claim	\$306.85
Accommodations	\$1,576.32
Registration	\$1,125.48
Airfare	\$228.64

TOWN OF AMHERST TRAVEL EXPENSE CLAIM



**** Fill in Shaded Areas Only**

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

CLAIMANT: Jason MacDonald, CAO
 DEPARTMENT: Executive Office
 DATES: May 24-28, 2023
 PURPOSE OF EXPENSE: FCM Conference Toronto

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.5770	Total
		May 24/23	May 25/23	May 26/23	May 27/23	May 28/23		
Transportation								
Destination								
Mileage (Kms)								
Total Mileage		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 15.00	\$ -	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	
Lunch	No	\$ 20.00	\$ -	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	
Dinner	No	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	
Total Meals		\$ 30.00	\$ 65.00	\$ 35.00	\$ 65.00	\$ 65.00	\$ 260.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ 46.85	\$ -	\$ -	\$ -	\$ -	\$ 46.85	
	Description	Baggage Fee & Union Pearson Express						
TOTAL EXPENSES PAID BY CLAIMANT							\$ 306.85	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 306.85 (a)	

SAP CODING:

G/L: 6030
 Cost Center: EXEC
 Work Order: 1-3666
 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	Town Credit Card	Jason MacDonald	\$ 1,576.32
Event Registration Fee	Town Credit Card	Jason MacDonald	\$ 1,125.48
Airfare	Town Credit Card	Jason MacDonald	\$ 228.64
Other			
TOTAL EXPENSES PAID BY TOWN			\$ 2,930.44 (b)

TOTAL COST OF EVENT: \$ 3,237.29 (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 Signing Authority:
(per Expense Reimbursement Policy)

Date: June 19/23



ADULT
ONE WAY

ADULTE
ALLER SIMPLE
\$12.35

AÉROPORT
PEARSON AIRPORT
TO A
UNION

24 MAY/MAI 2023
14.00

Must take trip within 1 hour of issuance
Il faut faire le trajet au
plus tôt une heure après achat

Not refundable, not transferable
Non remboursable, non transférable

Retain for inspection
Conserver pour inspection

U0403CARD TN 050422632842





Passenger: Macdonald Jason Charles (ADT)
 Booking Reference: 26KXSN

Ticket number: 0144245373830
 Customer Tax Registration No.: MISC TICKETING INFORMATION

Air Canada Reservations, 1-888-247-2262
 Issuing date: May-23, 2023

TRAVEL OPTIONS

Document Number: 014 4245373830

Booking Reference: 26KXSN

In connection with: 014 1116716078

Issuing date: May-23, 2023

Coupon	Service	Date
1	Baggage Up To 50Lb/23Kg/Up To 62Li/158Lcm	24 May 2023
From: MONCTON GREATER MONCTON INTL To: TORONTO LESTER B. PEARSON INTL Flight: AC1503 Quantity 1 Pc Non-refundable Non-exchangeable Remarks 236U		

Form of payment:	CC VI XXXXXXXXXXXXXXX9809 XXXX 092222	Fee:	CAD 30.00
		Tax and Other charges:	
		Harmonized Sales Tax - Canada - 100092287 RT0001(RC)	CAD 4.50
		Total Amount:	CAD 34.50

GENERAL CONDITIONS OF CARRIAGE

- You must obtain your boarding pass and check in any baggage by the [check-in deadline](#). Additionally, you must be available for boarding at the boarding gate by the [boarding gate deadline](#). Failure to respect check-in and boarding gate deadlines may result in the reassignment of any pre-reserved seats, the cancellation of reservations, and/or ineligibility for denied boarding compensation.

Within Canada

When you should check in: 90 minutes
 Check-in / baggage drop-off ends: 45 minutes
 Boarding gate deadline: 30 minutes
 Boarding gate closes: 15 minutes

To/From the US

When you should check in: 120 minutes (From Toronto YYZ & Montreal YUL: 180 minutes)
 Check-in / baggage drop-off ends: 60 minutes (From Toronto YYZ: 90 minutes)
 Boarding gate deadline: 30 minutes
 Boarding gate closes: 15 minutes

International

When you should check in: 180 minutes (From International Airports: 240 minutes)
 Check-in / baggage drop-off ends: 60 minutes (From Brussels Airport (BRU): Check-in and drop-off deadline increases to 75 minutes from June 1st, 2023, until October 28th, 2023)
 Boarding gate deadline: 45 minutes
 Boarding gate closes: 30 minutes

2. Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.
3. Advance seat assignments are not guaranteed and may change without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable fees.
4. Any travel credit banked for unused tickets is non-transferable: when the credit is redeemed, it must be used by the same person whose name appears on the original ticket.
5. Air Canada will cancel any purchased ticket and provide a full refund without penalty up to 24 hours after purchase. Beyond 24 hours, voluntary changes to your itinerary may require the payment of additional fees and fare upgrades. If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.

6. Dangerous goods

For safety reasons, dangerous goods must not be packed in checked or carry-on baggage, except as specifically permitted. Dangerous goods include, but are not limited to: compressed gases, corrosives, explosives, flammable liquids and solids, radioactive materials, oxidizing materials, poisons, infectious substances, and briefcases with installed alarm devices. For security reasons, other restrictions may apply. Please refer to the Restricted and Prohibited Items page on our website for more information.

7. Subject to the provisions of the Montreal Convention and the Warsaw Convention, as well as the provisions of its applicable tariffs, Air Canada may refuse carriage of property in checked luggage that is not suitable for transportation, such as fragile or perishable items and may refuse to carry valuable items (a valuable is deemed to be any item whose value is \$ 1,000 CAD or more, per Kilogram or \$1 CAD per gram). Air Canada may refuse claims based on the inherent nature of an item (e.g. its perishable nature), or for loss or delay of unsuitably or inadequately packed items, to the extent that the destruction, loss or damages resulted from the inherent defect, quality or vice of the baggage, or, in the case of delay, that the carrier, its agents, and servants took all measures that could reasonably be required to avoid the damage, or that it was impossible to take such measures.

8. International travel

Governments may require your carrier to provide information on or permit access to passenger data. You cannot travel if you do not have all required travel documents, such as a passport and visa (where applicable), to enter in or transit through each country on your itinerary. Please refer to the Travel Documents page on our website for more information.

9. In-flight health

Most people are fit to travel by air, but special attention is required for passengers whose health problems may be exacerbated by altitude, travel stress, hypoxia and other travel related difficulties. Our website offers important health tips and information for customers with special needs who may require medical approval before flying. Please also note that aircraft disinsection is carried out on certain routes, in compliance with the requirements of the World Health Organization (WHO), the International Civil Aviation Organization, Transport Canada and applicable foreign regulatory authorities. More information is available on our website.

10. Schedules and timetables

Time and aircraft type shown in timetables or elsewhere are approximate and not guaranteed, and form no part of the contract. Schedules are subject to change without notice and carrier assumes no responsibility for passenger making connections not included as part of the itinerary set out in the ticket. Carrier is not responsible for changes, errors or omissions either in timetables or other representations of schedules.

11. Overbooking notice

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for a payment of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and boarding priorities are available at all airport ticket counters and boarding locations.



75 Lower Simcoe Street, Toronto, Ontario, M5J3A6
 Tel: 416-849-1200 Fax: 416-849-1227

Fed. of Canadian Municipalities
 Jason Mcdonald
 xxx
 xxx NE 11111
 United States

Room: 0507
 Folio: 605327
 Cashier: 89
 Arrival: 05-24-23
 Departure: 05-28-23
 Reference:

Group: Fed. of Canadian Municipalities - Att.

Date	Description	Additional Information	Charges	Credits
05-24-23	Room Charge		329.00	
05-24-23	Room HST		42.77	
05-24-23	MAT		19.74	
05-24-23	MAT HST		2.57	
05-25-23	Room Charge		329.00	
05-25-23	Room HST		42.77	
05-25-23	MAT		19.74	
05-25-23	MAT HST		2.57	
05-26-23	Room Charge		329.00	
05-26-23	Room HST		42.77	
05-26-23	MAT		19.74	
05-26-23	MAT HST		2.57	
05-27-23	Room Charge		329.00	
05-27-23	Room HST		42.77	
05-27-23	MAT		19.74	
05-27-23	MAT HST		2.57	
05-28-23	Visa	XXXXXXXXXXXX1121 XX/XX		1,576.32

HST Summary	
Registration No: 740987524	
Room	260.32
F&B	0.00
Other	0.00
Total	260.32

Total	1,576.32	1,576.32
Balance Due	0.00	CAD

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.

Amherst NS CA B4H 1X6
jmacdonald@amherst.ca
[902-667-6527](tel:902-667-6527)

Login to my Registration

Open My Itinerary

Events

Qty	Code	Event	Unit Price	Subtotal
1	CP	In-Person Conference Pass ON-HST 13%: \$128.05	\$985.00	\$985.00
1	MREC	Host City Welcome Reception	\$0.00	\$0.00
1	HREC	Host City Reception & Closing Dinner	\$0.00	\$0.00
1	ST15	ST15: Housing & Intensification in Established Areas - Mid-Rise Buildings in West Queen West	\$0.00	\$0.00
1	C-NS	Carbon Offset NS ON-HST 13%: \$1.43	\$11.00	\$11.00

Subtotal: \$996.00

ON-HST (#11891 3938 RT0001) 13%: \$129.48

Total Fees: \$1,125.48

Amount Paid: \$1,125.48

Current Balance: \$0.00

GST/HST # 11891 3938 RT0001 / QST # 1202728231 TQ 0001

Payments

Date	Payment	Amount
2023-02-27	4715XXXXXXXX1121 (03/26) JASON MACDONALD	\$1,125.48

Save Receipt to Your Digital Wallet

To save your receipt to your Digital Wallet you must first open this email on your mobile device. Passes saved to your Wallet are accessed through Apple Wallet (iPhone users) or Google Pay (Android users).



For more details or if you have any questions please see our [Digital Wallet FAQ](#).

For more details, please refer to the [registration page](#) and the [Terms & Conditions](#).

Please contact FCM's registration desk at register@fcm.ca or call 613-907-6317 should you have any questions.

Natalie LeBlanc

From: Cindy Brown
Sent: February 27, 2023 12:01 PM
To: Natalie LeBlanc
Subject: FW: 2023 Annual Conference and Trade Show Confirmation

From: 2023 Annual Conference and Trade Show <noreply@microspec.com>
Sent: February 27, 2023 12:00 PM
To: Jason MacDonald <JMacDonald@amherst.ca>
Cc: Cindy Brown <cbrown@amherst.ca>; Cindy Brown <cbrown@amherst.ca>
Subject: 2023 Annual Conference and Trade Show Confirmation

[View this email in your browser](#)



FCM Annual Conference and Trade Show
May 25 to 28, 2023, Toronto, ON



Thank you **Jason MacDonald** for registering for FCM's 2023 Annual Conference and Trade Show! This receipt serves as your registration confirmation and a copy has been sent to: jmacdonald@amherst.ca.

We are so pleased you will be joining us in Toronto in May.

Please keep this email confirmation as record of your registration.

Important note: Your badge will be available on-site at self-check printing kiosks (and will no longer be printed ahead of time). To obtain your badge, you will require the barcode printed above to scan upon arrival. Staff and volunteers will be available on site to assist you.

Closer to the event date, we will also send you a reminder email with more details and your barcode.

Mr. Jason MacDonald
Interim Chief Administrative Officer - Town of
Amherst
98 East Victoria Street

Date: Thu Feb 23, 2023 8:38 am
Registration Number: 4023531
Registration Type: (DELM)

Web Fare

Air Canada 1503 12:50 PM • Moncton, NB, Canada (YQM-Greater Moncton Intl.) to Toronto, ON, Canada (YYZ-Pearson Intl.)

Airline confirmation: 26KXSN (Air Canada)

Air Canada, operated by SUBSIDIARY/FRANCHISE

Economy / Coach (L)

Wed, May 24, 12:50 PM - 2:05 PM

2h 15m flight duration

Toronto (YYZ) to Moncton (YQM)

Air Canada, operated by SUBSIDIARY/FRANCHISE

Air Canada 1504 8:50 PM • Toronto, ON, Canada (YYZ-Pearson Intl.) to Moncton, NB, Canada (YQM-Greater Moncton Intl.)

Terminal 1

Airline confirmation: 26KXSN (Air Canada)

Air Canada, operated by SUBSIDIARY/FRANCHISE

Economy / Coach (K)

Thu, Jun 1, 8:50 PM - 11:51 PM

2h 1m flight duration

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Price summary

Roundtrip flight

1 traveller	CA \$320.00
Taxes & fees	CA \$137.29

Total **CA \$457.29**

Unless and otherwise specified, rates are quoted in Canadian dollars.

Conference Overlap 2

Airfare
Airfare

To From
From CANA

2
\$228.64