

JASON MACDONALD, CAO - Travel Claim	
AMA Conference – Truro – June 14-15, 2023	
Travel Claim	\$276.96
Accommodations	
Registration	\$431.25

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: June 14-15, 2023
 PURPOSE OF EXPENSE: AMA Conference Truro

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates				Mileage /Km \$0.5770	Total
		14-Jun-23	14-Jun-23	15-Jun-23	15-Jun-23		
Transportation							
Destination		Truro	Amherst	Truro	Amherst		
Mileage (Kms)		107	107	107	107		
Total Mileage		\$ 61.74	\$ 61.74	\$ 61.74	\$ 61.74	\$ -	\$ 246.96
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meals - Cost Incl. Taxes & Gratuity							
Breakfast	No	\$ 15.00	\$ -				
Lunch	No	\$ 20.00	\$ -				
Dinner	No	\$ 30.00	\$ 30.00				
Total Meals		\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ 30.00
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	Yes	Description					\$ -
TOTAL EXPENSES PAID BY CLAIMANT							\$ 276.96
Less Travel Advance							\$ -
TOTAL EXPENSES DUE TO CLAIMANT							\$ 276.96 (a)

SAP CODING:
 G/L: 6030
 Cost Center: EXEC
 Work Order: 1-2944
 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			431.25
Event Registration Fee			
Airfare			
Other			
TOTAL EXPENSES PAID BY TOWN			\$ - (b)

TOTAL COST OF EVENT: \$ 276.96 (a + b)

708.21

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



Amherst, Nova Scotia to 437 Prince St, Truro, NS
B2N 1E6

Drive 107 km, 1 hr 7 min

Amherst
Nova Scotia

This route has tolls.

Get on Trans-Canada Hwy/NS-104 E in Nappan from NS-2 S

7 min (3.9 km)

- ↑ 1. Head west on Havelock St toward Victoria St
E/NS-6 E
4 m
- ↶ 2. Turn left onto Glooscap Trail/Victoria St E/NS-2
S/NS-6 W
130 m
- ↶ 3. Turn left onto NS-2 S (signs for Nova Scotia Trunk
2)
350 m
- ↷ 4. Turn right onto Glooscap Trail/NS-2 S
3.0 km
- ⤴ 5. Turn left onto the TC/NS-104 E ramp to
Springhill/Truro/Halifax
300 m

**Follow Trans-Canada Hwy/NS-104 E to NS-2 S in Lower
Truro. Take exit 14 from NS-102 S**

58 min (100 km)

- ⤴ 6. Merge onto Trans-Canada Hwy/NS-104 E
 Toll road
96.8 km
- ↷ 7. Take exit 15 for NS-102 toward Halifax/Truro
850 m
- ↗ 8. Continue onto NS-102 S
2.0 km
- ↷ 9. Take exit 14 for Nova Scotia Trunk 2 toward
Truro/Bible Hill
450 m

Drive to Prince St/NS-2 S in Truro

4 min (2.7 km)

- ⤴ 10. Merge onto NS-2 S
140 m
- ⤴ 11. At the roundabout, take the 1st exit and stay on
NS-2 S
1.5 km

➤ 12. Turn right onto Juniper St/NS-2 S (signs for Nova Scotia 2 Trunk S/Juniper Street)

350 m

↶ 13. Turn left onto Prince St/NS-2 S

📍 Destination will be on the left

650 m

437 Prince St
Truro, NS B2N 1E6

Natalie LeBlanc

Subject: FW: Transaction Receipt (Jason's AMANS)

From: E-xact Transactions Customer Support <noreply@hostedcheckout.com>
Sent: April 12, 2023 1:51 PM
To: Cindy Brown <cbrown@amherst.ca>
Subject: Transaction Receipt

This is the receipt for your purchase at CivicInfo Registration Services.

Order Information

Quantity	Item	Unit	Price
1	2023 Spring Conference -June 14 - 16, 2023	431.25 CAD	431.25
		Total	CAD 431.25

This order is now complete. Transaction approved!

Here is your receipt:

```
===== TRANSACTION RECORD =====  
CivicInfo BC  
203-4475 Viewmont Avenue  
Victoria, BC V8Z 6L8  
Canada  
www.civicinfo.bc.ca  
  
TYPE: Purchase  
  
ACCT: Visa $ 431.25 CAD  
  
CARD NUMBER : #####1121  
DATE/TIME : 12 Apr 23 09:50:52  
REFERENCE # : 001 077261 M  
AUTHOR. # : 053850  
TRANS. REF. : AMANS-8915
```

Approved - Thank You 000

Please retain this copy for your records.

Cardholder will pay above amount to card issuer pursuant to cardholder agreement.

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