

<b>JASON MACDONALD, CAO - Travel Claim</b>	
<b>Rules of Order Meeting Process Workshop – Yarmouth – September 14-15, 2023</b>	
Travel Claim	\$571.23
Accommodations	\$234.60
Registration	\$402.50

### 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: September 14-15, 2023

PURPOSE OF EXPENSE: Rules of Order Meeting Process Workshop

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates					Mileage /Km \$0.5770	Total
		Sept 14/23	Sept 15/23					
<b>Transportation</b>								
Destination		Yarmouth	Amherst					
Mileage (Kms)		495	495					
Total Mileage		\$ 285.62	\$ 285.62	\$ -	\$ -	\$ -	\$ 571.23	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>								
Breakfast	No	\$ 15.00	\$ -	\$ 15.00				
Lunch	No	\$ 20.00	\$ 20.00	\$ 20.00				
Dinner	No	\$ 30.00	\$ 30.00					
Total Meals		\$ 50.00	\$ 35.00	\$ -	\$ -	\$ -	\$ 85.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes		\$ -	\$ -	\$ -	\$ -	\$ -	
	Description							
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							<b>\$ 656.23</b>	
Less Travel Advance							\$ -	
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							<b>\$ 656.23 (a)</b>	

**SAP CODING:**

G/L 6030  
 Cost Center EXEC  
 Work Order 1-2944  
 Vendor Number 101161

19-18244

**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	\$ 234.60
Event Registration Fee	Town Cheque	4500075500	\$ 402.50
Airfare			
Other			

**TOTAL EXPENSES PAID BY TOWN**

\$ 402.50 (b)

637.10

**TOTAL COST OF EVENT:**

\$ 1,065.73 (a + b)

1,293.33

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: Sept 20/23



Amherst, Nova Scotia to Yarmouth, Nova Scotia

Drive 495 km, 4 hr 56 min

Amherst  
Nova Scotia

This route has tolls.

**Get on Trans-Canada Hwy/NS-104 E in Nappan from  
Glooscap Trail**

- 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 Church St/Glooscap Trail/NS-2 S (signs for Nova Scotia Trunk 2)  
 Continue to follow Church St/Glooscap Trail
- 350 m
- ↷ 4. Turn right onto Albion St/Glooscap Trail/NS-2 S  
 Continue to follow 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, NS-102 S and NS-101  
to Nova Scotia Trunk 3 E in Yarmouth**

- 4 hr 40 min (489 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
- 74.1 km
- ↘ 9. Keep right at the fork to stay on NS-102 S, follow signs for NS-101/NS-103/Halifax/Bedford/Sackville
- 8.6 km
- ↷ 10. Take exit 4B to merge onto NS-1 W/NS-101 toward Lr. Sackville/Windsor  
 Continue to follow NS-101
- 77.0 km

- ↶ 11. Keep left to continue on NS-101 W  
3.0 km
- ↶ 12. Keep left to stay on NS-101 W  
229 km

**Drive to Parade St**

- 4 min (2.3 km)
- ↶ 13. Turn left onto Nova Scotia Trunk 3 E (signs for NS-103/Arcadia)  
150 m
- ↷ 14. Turn right onto Cottage St/Jody Shelley Dr  
Continue to follow Cottage St  
600 m
- ↷ 15. Turn right onto Parade St  
1.6 km

**Yarmouth**

  
**Grand Yarmouth**

1 of 1  
September 15, 2023

**RODD HOTELS & RESORTS**  
 417 Main Street, Yarmouth, NS B5A 4B2  
 Phone# 1-902-742-2446 Fax# 1-902-742-4645

Reservation Number 1670003

**Send to** Jason MacDonald

Yamrouth, NS B5A

**Phone** 902-664-8367

**Guest Name** Jason MacDonald

**Arrival Date**

9/14/23

**Departure Date**

9/15/23

**Room Information**

602 - Standard King

**Bill To** MacDonald, Jason

Yamrouth, NS B5A

**Phone** 902-664-8367

Folio Number 1638226

Trans Date	Description	Voucher	Amount
<b>Charges</b>			
9/14/23	Provincial Government Rate	gr -602	202.00
9/14/23	HST	gr -602	30.60
9/14/23	Yarmouth Levy	gr -602	2.00
Subtotal			234.60
Total Charges			234.60
<b>Balance Due:</b>			<b>234.60</b>

		Total
Total Tax	HST Yarmouth \$30.60 \$2.00	\$32.60

GST/HST# 10216 9745 RT0001

Thank you for staying at Rodd Grand Yarmouth. In an effort to convey to others the quality service and amenities offered, we appreciate your comments online at [www.tripadvisor.com](http://www.tripadvisor.com). We look forward to your next visit with us.

Guest Signature: \_\_\_\_\_

**Association of Municipal Administrators, Nova Scotia INVOICE**

Suite 1304-1809 Barrington Street  
Halifax, Nova Scotia B3J 3K8

Invoice No.: 8939  
Date: 19/09/2023  
Ship Date:  
Page: 1  
Re Order No.:

**RECEIVED**  
By Cindy Brown at 11:33 am, Sep 19, 2023

Sold to:  
Town of Amherst

Ship to:  
Town of Amherst

Business No.: 12473 1324 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount		
		1	Registrations for Rules of Order Session on Sep 15, 2023 for Jason MacDonald	H	350.00	350.00		
			H - HST 15% HST <i>workshop</i>			52.50		
<p><b>A/P COSTING</b></p> <p>VENDOR # <u>100448</u></p> <p>AM # _____ Cheque # _____</p> <p>CC <u>Flec</u> PO# <u>41500075500</u></p> <p>GL <u>10020</u> Cheque Date _____</p> <p>W/O # <u>5000082058</u></p> <p style="text-align: center;"><i>[Signature]</i></p>								
Shipped By					Tracking Number:		Total Amount	402.50
Comment:							Amount Paid	0.00
Sold By:							Amount Owing	402.50