

JASON MACDONALD, CAO - Travel Claim	
Meet with Crossroads Owner – Pugwash – September 7, 2023	
Travel Claim	\$55.85
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, CAO
 DEPARTMENT: Executive Office
 DATES: 07-Sep-23
 PURPOSE OF EXPENSE: Meet with Crossroads Owner

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.5770	Total
		Sept 7/23	Sept 7/23					
Transportation								
Destination		Pugwash	Amherst					
Mileage (Kms)		48.4	48.4					
Total Mileage		\$ 27.93	\$ 27.93	\$ -	\$ -	\$ -	\$ 55.85	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No \$ 15.00	\$ -						
Lunch	No \$ 20.00							
Dinner	No \$ 30.00							
Total Meals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Description								
TOTAL EXPENSES PAID BY CLAIMANT							\$ 55.85	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 55.85 (a)	

19-18243

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			
Event Registration Fee			
Airfare			
Other			
TOTAL EXPENSES PAID BY TOWN			\$ - (b)

TOTAL COST OF EVENT: \$ 55.85 (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: Date: SEPT. 20/23
 (per Expense Reimbursement Policy)



Amherst, Nova Scotia to Pugwash, Nova Scotia

Drive 48.4 km, 36 min

Amherst
Nova Scotia

- ↑ 1. Head west on Havelock St toward Victoria St E/NS-6 E
4 m
- ↪ 2. Turn right onto Victoria St E/NS-6 E
Continue to follow NS-6 E
48.2 km
- ↪ 3. Turn right onto Durham St/NS-6 E (signs for Tatamagouche/New Glasgow/Cape Breton)
96 m
- ↶ 4. Turn left onto Russell St
61 m
- ↪ 5. Turn right at the 1st cross street onto Victoria St
25 m

Pugwash
Nova Scotia