

JASON MACDONALD, CAO - Travel Claim	
River Phillip Foundation meeting – Oxford – October 30, 2023	
Travel Claim	\$41.54
Accommodations	
Registration	

**TOWN OF AMHERST
TRAVEL EXPENSE CLAIM**

2023/24

** Fill in Shaded Areas Only

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



CLAIMANT: Jason MacDonald, CAO
 DEPARTMENT: Executive Office
 DATES: 24-Oct-23
 PURPOSE OF EXPENSE: EMO Workshop - Rath Eastlink Center

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.5770	Total
		24-Oct-23	24-Oct-23					
Transportation								
Destination		Truro	Amherst					
Mileage (Kms)		106	106					
Total Mileage		\$ 61.16	\$ 61.16	\$ -	\$ -	\$ -	\$ 122.32	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 15.00	\$ -					
Lunch	No	\$ 20.00	\$ 20.00					
Dinner	No	\$ 30.00	\$ 30.00					
Total Meals		\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	Description					\$ -	\$ -
TOTAL EXPENSES PAID BY CLAIMANT							\$ 172.32	
Less Travel Advance								
TOTAL EXPENSES DUE TO CLAIMANT							\$ 172.32 (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			
Event Registration Fee			
Airfare			
Other			
TOTAL EXPENSES PAID BY TOWN			\$ - (b)

TOTAL COST OF EVENT: \$ 172.32 (a + b)

Signature of Claimant: [Signature]

Employee Acknowledge Document on File for Current Fiscal Year (circle one):

Yes or No

Conforms to Expense Reimbursement Policy # 3000-07: [Signature]

Approved By Signing Authority:
(per Expense Reimbursement Policy)

[Signature]

Date: Nov. 8, 2023



Amherst, Nova Scotia to Rath Eastlink Community Centre, 625 Abenaki Rd, Truro, NS B2N 0G6

Drive 106 km, 1 hr 6 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
- ↶ 2. Turn left onto Glooscap Trail/Victoria St E/NS-2 S/NS-6 W
- ↶ 3. Turn left onto Church St/Glooscap Trail/NS-2 S (signs for Nova Scotia Trunk 2)
 Continue to follow Church St/Glooscap Trail
- ↷ 4. Turn right onto Albion St/Glooscap Trail/NS-2 S
 Continue to follow Glooscap Trail/NS-2 S
- ↗ 5. Turn left onto the TC/NS-104 E ramp to Springhill/Truro/Halifax

Follow Trans-Canada Hwy/NS-104 E to Truro Heights
Connector Rd in Truro Heights. Take exit 13 from NS-102 S

57 min (102 km)

- ↗ 6. Merge onto Trans-Canada Hwy/NS-104 E
 Toll road
- ↷ 7. Take exit 15 for NS-102 toward Halifax/Truro
- ↗ 8. Continue onto NS-102 S
- ↷ 9. Take exit 13 for NS-2 S toward Truro/Hilden

Continue on Truro Heights Connector Rd. Drive to Abenaki Rd in Truro

2 min (900 m)

- ↶ 10. Turn left onto Truro Heights Connector Rd

➤ 11. Turn right onto Abenaki Rd

📍 Destination will be on the right

290 m

Rath Eastlink Community Centre

625 Abenaki Rd, Truro, NS B2N 0G6