

<b>JASON MACDONALD, CAO - Travel Claim</b>	
<b>Meeting with Municipality of the County of Cumberland CAO – Springhill, NS – February 22, 2024</b>	
Travel Claim	\$49.89
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: 22-Feb-24  
 PURPOSE OF EXPENSE: Meet with Municipality of Cumberland CAO

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates					Mileage /Km \$0.5770	Total
		Feb 22/24	Feb 22/24					
<b>Transportation</b>								
Destination		Springhill	Amherst					
Mileage (Kms)		25.9	25.9					
<b>Total Mileage</b>		\$ 14.94	\$ 14.94	\$ -	\$ -	\$ -	\$ 29.89	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>								
Breakfast	No	\$ 15.00	\$ -					
Lunch	No	\$ 20.00	\$ 20.00					
Dinner	No	\$ 30.00						
<b>Total Meals</b>		\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ 20.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes		\$ -	\$ -	\$ -		\$ -	
Description								
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							\$ 49.89	
Less Travel Advance								
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							\$ 49.89 (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:** \$ 49.89 (a + b)

Signature of Claimant:

Employee Acknowledge Document on File for Current Fiscal Year (circle one): Yes or No

Approved By Signing Authority:   
 (per Expense Reimbursement Policy)

Conforms to Expense Reimbursement Policy # 3000-07:

Date: Mar. 3, 2024



Town of Amherst, 98 Victoria St E, Amherst, NS B4H 1X6 Drive 25.9 km, 24 min  
1X6 to Springhill Service Centre, 43 Main St, Springhill, NS B0M 1X0

**Town of Amherst**

98 Victoria St E, Amherst, NS B4H 1X6

- ↑ 1. Head south on Glooscap Trail/Victoria St E/NS-2 S/NS-6 W toward Church St  

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96 m
- ↶ 2. Turn left onto Church St/Glooscap Trail/NS-2 S (signs for Nova Scotia Trunk 2)  
  - i Continue to follow Church St/Glooscap Trail

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350 m
- ↷ 3. Turn right onto Albion St/Glooscap Trail/NS-2 S  
  - i Continue to follow Glooscap Trail/NS-2 S
  - i Destination will be on the left

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25.5 km

**Springhill Service Centre**

43 Main St, Springhill, NS B0M 1X0