

JASON MACDONALD, CAO - Travel Claim	
Meeting with MCC and TOO CAOs – Springhill, NS – March 18, 2024	
Travel Claim	\$50.12
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: 18-Mar-24

PURPOSE OF EXPENSE: Meet with MCC and Oxford CAOs

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km	Total
		Mar 18/24	Mar 18/24					
Transportation								
Destination		Springhill	Amherst					
Mileage (Kms)		26.1	26.1				\$0.5770	
Total Mileage		\$ 15.06	\$ 15.06	\$ -	\$ -	\$ -	\$ 30.12	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 15.00						
Lunch	No	\$ 20.00	\$ 20.00					
Dinner	No	\$ 30.00						
Total Meals		\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ 20.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes		\$ -	\$ -	\$ -		\$ -	
Description								
TOTAL EXPENSES PAID BY CLAIMANT							\$ 50.12	
Less Travel Advance								
TOTAL EXPENSES DUE TO CLAIMANT							\$ 50.12 (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: \$ 50.12 (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: April 2, 2024



Amherst, Nova Scotia to Springhill, Nova Scotia B0M 1X0

Drive 26.1 km, 25 min

Amherst

Nova Scotia

- ↑ 1. Head west on Havelock St toward Victoria St E/NS-6 E
4 m
- ↶ 2. Turn left onto Glooscap Trl/Victoria St E/NS-2 S/NS-6 W
130 m
- ↶ 3. Turn left onto Church St/Glooscap Trl/NS-2 S (signs for Nova Scotia Trunk 2)
Continue to follow Church St/Glooscap Trl
350 m
- ↷ 4. Turn right onto Albion St/Glooscap Trl/NS-2 S
Continue to follow Glooscap Trl/NS-2 S
25.6 km

Springhill

Nova Scotia B0M 1X0