

<b>JASON MACDONALD, CAO - Travel Claim</b>	
<b>CAOs Library Meeting – Springhill, NS - April 3, 2024</b>	
Travel Claim	\$30.36
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: April 3/24  
 PURPOSE OF EXPENSE: CAOs Library Meeting

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates					Mileage /Km \$0.5838	Total
		April 3/24	April 3/24					
<b>Transportation</b>								
Destination		Springhill	Amherst					
Mileage (Kms)		26	26					
Total Mileage		\$ 15.18	\$ 15.18	\$ -	\$ -	\$ -	\$ 30.36	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>								
Breakfast	No	\$ 15.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Lunch	No	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Dinner	No	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Meals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Description							
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							\$ 30.36	
Less Travel Advance							\$ -	
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							\$ 30.36	(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			
<b>TOTAL EXPENSES PAID BY TOWN</b>			\$ - (b)

**TOTAL COST OF EVENT:** \$ 30.36 (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: May 1, 2024



Amherst, Nova Scotia to Springhill Service Centre, 43  
Main St, Springhill, NS B0M 1X0

Drive 26.0 km, 26 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  
Destination will be on the left  
25.5 km

Springhill Service Centre

43 Main St, Springhill, NS B0M 1X0