

JASON MACDONALD, CAO - Travel Claim	
EPR Meeting – Kemptown, NS – April 12, 2024	
Travel Claim	\$142.45
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 12/24
 PURPOSE OF EXPENSE: EPR Meeting

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.5838	Total
		April 12/24	April 12/24					
Transportation		Destination						
		Kemptown	Amherst					
		122	122					
Total Mileage		\$ 71.22	\$ 71.22	\$ -	\$ -	\$ -	\$ 142.45	
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							\$ 142.45	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 142.45 (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: \$ 142.45 (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: [Signature] Date: May 1, 2024
 (per Expense Reimbursement Policy)



Amherst, Nova Scotia to 185 Mingo Rd, Kemptown, Drive 122 km, 1 hr 14 min
NS B6L 2K4

Amherst
Nova Scotia

This route has tolls.

Get on Trans-Canada Hwy/NS-104 E in Nappan from
Glooscap Trl

7 min (3.9 km)

- ↑ 1. Head west on Havelock St toward Victoria St E/NS-6 E
- ↶ 2. Turn left onto Glooscap Trl/Victoria St E/NS-2 S/NS-6 W
- ↶ 3. Turn left onto Church St/Glooscap Trl/NS-2 S (signs for Nova Scotia Trunk 2)
 Continue to follow Church St/Glooscap Trl
- ↷ 4. Turn right onto Albion St/Glooscap Trl/NS-2 S
 Continue to follow Glooscap Trl/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 Stevens Cross Rd in
Kemptown. Take exit 18 from Trans-Canada Hwy/NS-104 E

1 hr 7 min (116 km)

- ↗ 6. Merge onto Trans-Canada Hwy/NS-104 E
 Toll road
- ↷ 7. Take exit 18 for Stevens Cross Rd toward Kemptown

Drive to Mingo Rd

2 min (1.6 km)

- ↶ 8. Turn left onto Stevens Cross Rd
- ↷ 9. Turn right onto Pictou Rd/NS-4 E (signs for Kemptown/Balefill Facility)

↩ 10. Turn left onto Mingo Rd (signs for Balefill Facility)

📍 Destination will be on the left

700 m

185 Mingo Rd