

<b>JASON MACDONALD, CAO - Travel Claim</b>	
<b>AMA Spring Conference - Fox Harbour – May 22-24, 2024</b>	
Travel Claim	\$394.15
Accommodations	
Registration	454.25

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## TOWN OF AMHERST TRAVEL EXPENSE CLAIM

2024/25

\*\* Fill in Shaded Areas Only

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

CLAIMANT: Jason MacDonald, CAO

DEPARTMENT: Executive Office

DATES: May 22-24, 2024

PURPOSE OF EXPENSE: AMA Spring Conference



**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates						Mileage /Km \$0.5838	Total
		May 22/24	May 22/24	May 23/24	May 23/24	May 24/24	May 24/24		
<b>Transportation</b>									
Destination		Fox Harb'r	Amherst	Fox Harb'r	Amherst	Fox Harb'r	Amherst		
Mileage (Kms)		69.7	69.7	69.7	69.7	69.7	70		
Total Mileage		\$ 40.69	\$ 40.69	\$ 40.69	\$ 40.69	\$ 40.69	\$ 40.69		\$ 244.15
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>									
Breakfast	No	\$ 15.00	\$ -	\$ 15.00	\$ -	\$ 15.00	\$ -		
Lunch	No	\$ 20.00	\$ -	\$ 20.00	\$ -	\$ 20.00	\$ -		
Dinner	No	\$ 30.00	\$ -	\$ 30.00	\$ -	\$ -	\$ -		
Total Meals		\$ 50.00	\$ -	\$ 65.00	\$ -	\$ 35.00	\$ -		\$ 150.00
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
		Description							
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>									\$ 394.15
Less Travel Advance									\$ -
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>									\$ 394.15 (a)

SAP CODING:  
 G/L 6020  
 Cost Center EXEC  
 Work Order 1-3668  
 Vendor Number 101161

19-18510

**EVENT EXPENSES PAID BY TOWN (COPIES OF INVOICES MUST BE ATTACHED):**

Description of Event Expenses	Payment Method (Town Credit Card, Town Cheque)	Reference # Order #, EE Named on Town Credit Card	(Purchase	Total Cost (incl HST)
Accommodations				
Event Registration Fee	Town Credit Card	Cindy Brown		\$ 454.25
Airfare				
Other				
<b>TOTAL EXPENSES PAID BY TOWN</b>				\$ 454.25 (b)

**TOTAL COST OF EVENT:** \$ 848.40 (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: May 28, 2024



Amherst, Nova Scotia to Fox Harb'r Resort, 1337 Fox Harbour Rd, Fox Harbour, NS B0K 1Y0

Drive 69.7 km, 54 min

Amherst

Nova Scotia

- ↑ 1. Head west on Havelock St toward Victoria St E/NS-6 E

1 sec (4 m)

Follow NS-6 E to Church St in Pugwash

36 min (48.5 km)

- ↪ 2. Turn right onto Victoria St E/NS-6 E

**i** Continue to follow NS-6 E

48.2 km

- ↪ 3. Turn right onto Durham St/NS-6 E (signs for Tatamagouche/New Glasgow/Cape Breton)

300 m

Take Gulf Shore Rd to Mariners Way in Fox Harbour

19 min (21.2 km)

- ↶ 4. Turn left onto Church St (signs for Sunrise Trail/Pugwash Point/Gulf Shr)

1.3 km

- ↪ 5. Church St turns right and becomes Gulf Shore Rd

13.6 km

- ↑ 6. Continue onto Ferry Rd

2.0 km

- ↶ 7. Turn left onto Fox Harbour Rd

2.8 km

- ↶ 8. Turn left onto Amazing Grace Blvd

1.3 km

- ↶ 9. Turn left onto Mariners Way

**i** Destination will be on the left

140 m

Fox Harb'r Resort

1337 Fox Harbour Rd, Fox Harbour, NS B0K 1Y0

Quantity	Item	Unit		Price
1	2024 Spring Conference May 22 - 24, 2024	454.25	CAD	454.25
		<b>Total</b>	<b>CAD</b>	<b>454.25</b>

**This order is now complete. Transaction approved!**

Here is your receipt:

===== TRANSACTION RECORD =====

CivicInfo BC  
 203-4475 Viewmont Avenue  
 Victoria, BC V8Z 6L8  
 Canada  
[www.civicinfo.bc.ca](http://www.civicinfo.bc.ca)

TYPE: Purchase

ACCT: Visa \$ 454.25 CAD

CARD NUMBER : #####3884  
 DATE/TIME : 27 May 24 07:35:48  
 REFERENCE # : 001 758003 M  
 AUTHOR. # : 095694  
 TRANS. REF. : AMANS-9237

Approved - Thank You 000

Please retain this copy for your records.

Cardholder will pay above amount to card issuer pursuant to cardholder agreement.

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