

JASON MACDONALD, CAO - Travel Claim	
NSFM Spring Conference – Baddeck, NS – May 7-10, 2024	
Travel Claim	\$589.50
Accommodations	\$479.73
Registration	\$608.75

**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 7-10, 2024

PURPOSE OF EXPENSE: NSFM Spring Conference

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates				Mileage /Km \$0.5838	Total
		May 7/24	May 8/24	May 9/24	May 10/24		
Transportation							
Destination		Baddeck		Amherst			
Mileage (Kms)		355		355			
Total Mileage		\$ 207.25	\$ -	\$ -	\$ 207.25	\$ -	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl. Taxes & Gratuity							
Breakfast	No	\$ 15.00	\$ -	\$ 15.00	\$ 15.00	\$ -	
Lunch	No	\$ 20.00	\$ -	\$ 20.00	\$ 20.00	\$ -	
Dinner	No	\$ 30.00	\$ 30.00	\$ 30.00	\$ -	\$ -	
Total Meals		\$ 30.00	\$ 65.00	\$ 45.00	\$ 35.00	\$ -	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	
Description							
TOTAL EXPENSES PAID BY CLAIMANT						\$ 589.50	
Less Travel Advance						\$ -	
TOTAL EXPENSES DUE TO CLAIMANT						\$ 589.50 (a)	

SAP CODING:

G/L 6030
 Cost Center EXEC
 Work Order 1-3887
 Vendor Number 101161

19-18512

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	Town Credit Card	Jason MacDonald	\$ 479.73
Event Registration Fee	Town Cheque	4500077325	\$ 608.75
Airfare			
Other			

TOTAL EXPENSES PAID BY TOWN \$ 1,088.48 (b)

TOTAL COST OF EVENT: \$ 1,677.98 (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:
(per Expense Reimbursement Policy)

Date: May 30, 2024

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 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 3.0 km
- ⤴ 5. Turn left onto the TC/NS-104 E ramp to Springhill/Truro/Halifax 300 m

Follow Trans-Canada Hwy to Victoria County

3 hr 27 min (349 km)

- ⤴ 6. Merge onto Trans-Canada Hwy/NS-104 E
 Toll road 265 km
- ↻ 7. At the roundabout, take the 2nd exit onto Trans-Canada Hwy/NS-104 110 m
- ↶ 8. Keep left to continue on Trans-Canada Hwy/NS-105 E, follow signs for Trans-Canada Highway/Cheticamp/Baddeck/Sydney 47.4 km
- ↻ 9. At the roundabout, take the 2nd exit and stay on Trans-Canada Hwy/NS-105 E 36.1 km

Take Shore Rd/NS-205 E to your destination in Baddeck

2 min (1.9 km)

- ↷ 10. Turn right (signs for NS-205/Beddeck) 96 m

↶ 11. Turn left onto Shore Rd/NS-205 E (signs for Baddeck)

1.7 km

↷ 12. Turn right

● Destination will be on the left

97 m

Inverary Resort

368 Shore Rd, Baddeck, NS B0E 1B0

**INVERARY RESORT
PO BOX 190
BADDECK
NOVA SCOTIA
B0E 1B0
Telephone: 902-295-3500**

**Jason MacDonald
PO Box 516
Amherst NS
B4H 4A1**

**Page # 1
Res.# 447595
Checked in Wed May 7/24 - 5:56pm
Checked out Fri May 10/24- 11:27am
Nights 2
Room Rate 135.00
Room 078**

Date	Description	Reference	Charges	Credits
Feb-20	PAID BY VISA	DEPOSIT		\$ 159.91
May-07	Grp codes		\$ 135.00	
May-07	CB Island Marketing Levy		\$ 4.05	
May-07	HST		\$ 20.86	
May-08	Grp codes		\$ 135.00	
May-08	CB Island Marketing Levy		\$ 4.05	
May-08	HST		\$ 20.86	
May-09	Grp codes		\$ 135.00	
May-09	CB Island Marketing Levy		\$ 4.05	
May-09	HST		\$ 20.86	
May-10	PAID BY VISA			\$ 319.82
			<u>\$ 479.73</u>	

For your convenience we have provided a copy of your invoice. Please see our Front Desk team for clarity on any and all charges, and please dial 0 when departing your room. Thank you for staying with us and please visit again.

Our H.S.T. # is 102520731

Charge Summary:
HST 62.58



Nova Scotia Federation of Municipalities INVOICE

Suite 1304, 1809 Barrington St
 Halifax, Nova Scotia B3J 3K8
 Canada

Invoice No.: 7562
 Date: 05/29/2024
 Ship Date:
 Page: 1
 Re: Order No.

Sold to:

Town of Amherst
 P.O. Box 516
 Amherst, Nova Scotia B4H 4A1

Ship to:

Town of Amherst
 P.O. Box 516
 Amherst, Nova Scotia B4H 4A1

Business No.: 108150616

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
	1	4	Member Delegate Early Bird Registration (Before April 12th, 2024)	H	525.00	2,100.00
	1	4	Carbon offset fee	E	5.00	20.00
			E - HST exempt H - HST 15% HST			315.00
Nova Scotia Federation of Municipalities HST #108150616 Shipped By _____ Tracking Number: _____						Total Amount 2,435.00 Amount Paid 0.00 Amount Owing 2,435.00
Comment: Lisa Emery Jason MacDonald						
Sold By:						