

JASON MACDONALD, CAO - Travel Claim	
Meeting – Springhill, NS – May 13, 2024	
Travel Claim	\$30.47
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: 13-May-24

PURPOSE OF EXPENSE: Meeting

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.5838	Total
		May 13/24	May 13/24					
Transportation								
Destination		Springhill	Amherst					
Mileage (Kms)		26.1	26.1					
Total Mileage		\$ 15.24	\$ 15.24	\$ -	\$ -	\$ -	\$ 30.47	
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							\$ 30.47	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 30.47 (a)	

19-18509

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: \$ 30.47 (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]
(per Expense Reimbursement Policy)

Date: May 28, 2024



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

Drive 26.1 km, 24 min

Amherst
Nova Scotia

- ↑ 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
25.6 km

Springhill
Nova Scotia B0M 1X0