

JASON MACDONALD, CAO - Travel Claim	
CAMA Conference – Banff, AB - June 2-6, 2024	
Travel Claim	\$272.58
Accommodations	\$1812.24
Registration	\$787.50
Airfare	\$391.10
Shuttle	\$153.82

**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: June 2 - 5, 2024
 PURPOSE OF EXPENSE: CAMA Conference

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.5838	Total	
		June 2/24	June 3/24	June 4/24	June 5/24				
Transportation									
Destination		Moncton							
Mileage (Kms)		55.8							
Total Mileage		\$ 32.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32.58	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl Taxes & Gratuity									
Breakfast	No	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	\$ -	
Lunch	No	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00	\$ -	\$ -	
Dinner	No	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ -	\$ -	
Total Meals		\$ 65.00	\$ 65.00	\$ 45.00	\$ 65.00	\$ -	\$ -	\$ 240.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Description							
TOTAL EXPENSES PAID BY CLAIMANT								\$ 272.58	
Less Travel Advance								\$ -	
TOTAL EXPENSES DUE TO CLAIMANT								\$ 272.58 (a)	

SAP CODING:

G/L: 6020
 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 # Order #, EE Named on Town Credit Card)	(Purchase Total Cost (incl HST)
Accommodations	Town Credit Card	Jason MacDonald	\$ 1,812.24
Event Registration Fee	Town Credit Card	Jason MacDonald	\$ 787.50
Airfare	Town Credit Card	Jason MacDonald	\$ 391.10
Other	Town Credit Card	Jason MacDonald	\$ 153.82
TOTAL EXPENSES PAID BY TOWN			\$ 3,144.66 (b)

TOTAL COST OF EVENT: \$ 3,417.24 (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: June 17, 2024



Amherst, Nova Scotia to Greater Moncton Roméo
LeBlanc International Airport

Drive 55.8 km, 34 min

Amherst

Nova Scotia

- ↑ 1. Head west on Havelock St toward Victoria St E/NS-6 E
4 m
- ↑ 2. Continue onto Glooscap Trl/Laplanche St/NS-2 N
Continue to follow Glooscap Trl/NS-2 N
1.9 km
- ↗ 3. Take the Trans Canada Highway/NS-104 W ramp
800 m
- ↗ 4. Merge onto Trans-Canada Hwy/NS-104 W
Continue to follow Trans-Canada Hwy
Entering New Brunswick
43.4 km
- ↘ 5. Take exit 474A for NB-132 S toward Dieppe
500 m
- ↗ 6. Merge onto NB-132 W
7.6 km
- ↘ 7. Turn right onto Aviation Ave
1.6 km

Greater Moncton Roméo LeBlanc International Airport

777 Aviation Ave #12, Dieppe, NB E1A 7Z5

Email: jmacdonald@amherst.ca
www.amherst.ca | #seewhyweloveit

"We acknowledge that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. We celebrate 400+ years of African Nova Scotian descent. We strive to foster a diverse community that values everything that makes us unique including our visible differences, such as race or gender expression, as well as our non-visible differences, such as gender identity and diversity of thought. We are committed to equity, fairness and dignity for all."



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From: Banff Jasper Collection <GuestDocuments@confirmations.pursuitcollection.com>

Sent: May 21, 2024 1:37 PM

To: Jason MacDonald <JMacDonald@amherst.ca>

Subject: Jason MacDonald - Booking Documents



YOU'RE ALL SET FOR ADVENTURE!

Dear Jason MacDonald,

Natalie LeBlanc

From: Cindy Brown
Sent: May 21, 2024 1:40 PM
To: Natalie LeBlanc
Subject: FW: Jason MacDonald - Booking Documents

For Jason's travel next week.

Thank You,

Cindy Brown

Administrative Assistant
Town of Amherst
Ph: 902-667-6527
Email: cbrown@amherst.ca
www.amherst.ca | #seewhyweloveit



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From: Jason MacDonald <JMacDonald@amherst.ca>
Sent: May 21, 2024 1:38 PM
To: Cindy Brown <cbrown@amherst.ca>
Subject: FW: Jason MacDonald - Booking Documents

Jason MacDonald, MCIP, LPP (he/him)
Chief Administrative Officer
Town of Amherst
Cell: 902-664-8367

Thanks for booking your ride with **Brewster Express!** Your reservation number is 2748819. You're all set to go!

Download your voucher [here](#). Please download or print your voucher prior to your arrival.

ORDER SUMMARY

GUEST DETAILS

Jason MacDonald - Adult
Reference:

CUSTOMER DETAILS

Jason MacDonald
5 Ridgewood Court
Amherst, Nova Scotia, B4H 4W7
Email: jmacdonald@amherst.ca

VISIT DATES: June 2, 2024 To June 6, 2024

DATE	PRODUCT	UNIT	PRICE	DISC	TOTAL
Jun 2, 2024	Calgary to Banff DEP1100 - Please refer to your transportation voucher for your scheduled hotel pick up time.	1	\$85.00	(\$12.75)	\$72.25
Jun 2, 2024	Eco-Fee Eco-Fee	1	\$1.00		\$1.00
Jun 6, 2024	Banff to Calgary DEP1100 - Please refer to your transportation voucher for your scheduled hotel pick up time.	1	\$85.00	(\$12.75)	\$72.25
Jun 6, 2024	Eco-Fee Eco-Fee	1	\$1.00		\$1.00

Brewster Inc.
GST# 121084248 RT0001
GST is calculated at \$146.50 @ 5%

TOTAL BEFORE TAX	\$146.50
TAX AMOUNT	\$7.32
TOTAL	\$153.82
PAYMENT RECEIVED	(\$153.82)
BALANCE DUE	\$0.00

To make changes to your booking, please [modify your booking online](#). Please note, changes to your booking may result in a price adjustment.

[MODIFY BOOKING](#)

We're actively working to reduce our environmental impact with **GreenStep EcoFund**, which is why a \$1 per person EcoFee is included for each leg of your trip. Thank you for supporting responsible travel!

If you have any further questions, please contact us at **1.866.606.6700**. We're happy to help.

Learn more about our [Terms and Conditions](#).

See you soon!
The Brewster Express Team



Toll Free: 1.866.606.6700

AN EXPERIENCE BY
PURSU/T

THE RIMROCK BANFF

Rimrock Resort Hotel
300 Mountain Avenue, P.O. Box 1110
Banff, Alberta, Canada T1L 1J2
Telephone 1-403-762-3356
GST: 849681721 RT0002

Room : 0986
Folio # : 14003
Cashier # : 2362
Page # : 1 of 2
Reference # :

Mr Jason McDonald
5 Ridgewood Court
Amherst NS B4H 4W7
Canada

ALL Membership # :
Group Name : CAMA 2024
Company Name : Canadian Association of Municipal Admini

Arrival : 06-02-24
Departure : 06-06-24

Date	Description	Additional Information	Charges	Credits
06-02-24	Deposit Transfer at C/I			453.06
06-02-24	Package Charge		408.00	
06-02-24	Room Municipal Tax (DMF)		7.98	
06-02-24	Room Sales Tax (GST)		20.35	
06-02-24	Room State/Prov. Tax (TL)		16.28	
06-02-24	GST		0.45	
06-03-24	Package Charge		408.00	
06-03-24	Room Municipal Tax (DMF)		7.98	
06-03-24	Room Sales Tax (GST)		20.35	
06-03-24	Room State/Prov. Tax (TL)		16.28	
06-03-24	GST		0.45	
06-04-24	Package Charge		408.00	
06-04-24	Room Municipal Tax (DMF)		7.98	
06-04-24	Room Sales Tax (GST)		20.35	
06-04-24	Room State/Prov. Tax (TL)		16.28	
06-04-24	GST		0.45	
06-05-24	Package Charge		408.00	
06-05-24	Room Municipal Tax (DMF)		7.98	
06-05-24	Room Sales Tax (GST)		20.35	
06-05-24	Room State/Prov. Tax (TL)		16.28	
06-05-24	GST		0.45	
06-06-24	Visa card	XXXXXXXXXXXXXXXX1121 XX/XX		1,359.18
GST Summary			Total Charges	1,812.24
Room	81.40		Total Credits	1,812.24
F&B	0.00			
Other	0.00			

I agree that my liability for this bill is not waived, and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month.

Thank you for choosing to stay at Rimrock Resort Hotel.

THE RIMROCK BANFF

Rimrock Resort Hotel
300 Mountain Avenue, P.O. Box 1110
Banff, Alberta, Canada T1L 1J2
Telephone 1-403-762-3356
GST: 849681721 RT0002

Room : 0986
Folio # : 14003
Cashier # : 2362
Page # : 2 of 2
Reference # :

Mr Jason McDonald
5 Ridgewood Court
Amherst NS B4H 4W7
Canada

ALL Membership # :
Group Name : CAMA 2024
Company Name : Canadian Association of Municipal Admini

Arrival : 06-02-24
Departure : 06-06-24

Total 81.40

Balance 0.00

I agree that my liability for this bill is not waived, and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of or the full amount of these charges. Overdue balance subject to a surcharge at the rate of 1.5% per month after one month.

Thank you for choosing to stay at Rimrock Resort Hotel.

Cindy Brown

From: Canadian Association of Municipal Administrators <registrations@civicinfo.bc.ca>
Sent: February 14, 2024 11:32 AM
To: Jason MacDonald
Cc: Cindy Brown
Subject: REGISTRATION: 2024 CAMA Annual National Conference & General Meeting - June 3 - 5, 2024

REGISTRATION: 2024 CAMA Annual National Conference & General Meeting - June 3 - 5, 2024



**Canadian Association of Municipal Administrators
2024 CAMA Annual National Conference & General Meeting**

Delegate Registration

June 3 - 5, 2024

Portal

Any changes you would like to make to your registration can be made through the portal using the following credentials:

Delegate Portal Username: **jmacdonald@amherst.ca**

Delegate Portal Password: **NIMB522ELHI**

DELEGATE PORTAL

Note: Payment is due upon receipt.

Thank you for registering for
2024 CAMA Annual National Conference & General Meeting - June 3 - 5, 2024.

This is an automated response, detailing the information we have received from you. You do not need to reply to this e-mail.

If paying by cheque, please send cheque with a copy of this confirmation payable to

CAMA

Mail to:
**Ms. Jennifer Goodine
CAMA National Office
PO Box 128, Station A**

**Fredericton, NB
E3B 4Y2.**

- An administration fee of \$200.00 for each cancelled registration applies until April 15th, 2024. No refunds will be issued after April 15th, 2024 but substitutions are permitted. Please request substitutions in writing to: admin@camacam.ca.
- If a delegate has an emergency and is unable to attend the Conference, this request must be made in writing to the Executive Director who reviews it and in turn has the authority to refund up to 50% of the registration at her discretion.

Delegate Information

Registration Type:	Delegate Registration
Member Type:	Member
Organization Name:	Town of Amherst
Name:	Jason MacDonald
Name on Nametag:	Jason
Title:	Chief Administrative Officer
Address:	5 Ridgewood Court
City:	Amherst
Province:	NS
Postal Code:	B4H 4W7
Phone:	(902) 664-8367
Email:	jmacdonald@amherst.ca
Alternate Email:	cbrown@amherst.ca
Dietary Restrictions:	None
Other Dietary Restrictions:	
Hotel:	Rim Rock
Mobility Issues:	NO
Code of Conduct:	YES
Companion:	Not sure - I will register at a later date
Pre-Conference (Morning):	None, Thanks
Pre-Conference (Afternoon):	None, Thanks
Monday Welcome Reception:	YES (included in delegate fees)
Tuesday Breakfast:	YES (included in delegate fees)
Tuesday Lunch:	YES (included in delegate fees)
Tuesday Casual Night Out:	YES (included in delegate fees)
Wednesday Breakfast:	YES (included in delegate fees)
Wednesday Lunch:	YES (included in delegate fees)
Wednesday President's Dinner:	YES (included in delegate fees)
Study Tour:	None, Thanks

Payment Information

Delegate Subtotal	750.00
Delegate Total	750.00

Subtotal	\$750.00
Taxes (122935695 RT0001)	\$37.50
Total	\$787.50

PLEASE NOTE THAT THE CHARGE WILL APPEAR ON YOUR STATEMENT AS BEING FROM CIVICINFO-CAMA-Delegate.

Cindy Brown

From: Expedia.ca <Expedia@ca.expediamail.com>
Sent: February 26, 2024 8:31 AM
To: Cindy Brown
Subject: Expedia flight purchase confirmation - Calgary, AB, Canada (YYC-Calgary Intl.) - Sun, Jun 2 - (Itinerary # 72768825000297)



Thank you, Leon! Your flights are booked.

Itinerary # 72768825000297

[View your trip](#)

[Download to your phone](#)



Traveller details

Jason Charles MacDonald (Adult)



[View all ticketing details](#)



Moncton (YQM) to Calgary (YYC)

WestJet 409 7:15 a.m. • Moncton, NB, Canada (YQM-Greater Moncton Intl.) to Calgary, AB, Canada (YYC-Calgary Intl.)

Airline confirmation: MFXPRI (WestJet)

Economy / Coach (L)

Sun, Jun 2, 7:15 a.m. - 9:27 a.m.

5h 12m flight duration

Calgary (YYC) to Moncton (YQM)

Air Canada 130 6:00 a.m. • Calgary, AB, Canada (YYC-Calgary Intl.) to Toronto, ON, Canada (YYZ-Pearson Intl.)

Airline confirmation: 2UU65L (Air Canada)

Economy / Coach (L)

Mon, Jun 10, 6:00 a.m. - 11:50 a.m.

3h 50m flight duration



Layover: 2h 25m

Air Canada 1502 2:15 p.m. • Toronto, ON, Canada (YYZ-Pearson Intl.) to Moncton, NB, Canada (YQM-Greater Moncton Intl.)

Terminal 1

Economy / Coach (L)

Mon, Jun 10, 2:15 p.m. - 5:17 p.m.

2h 2m flight duration

You have until 11:59 p.m. local time, date of booking to cancel this flight for free

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Price summary

Roundtrip flight*

*The roundtrip flight is a combination of two one-way tickets.

1 traveller	CA \$525.00
Taxes & fees	CA \$202.43
Expedia booking fee	CA \$10.50
Cancellation Plan	CA \$44.28

Total

CA \$782.21

Unless and otherwise specified, rates are quoted in Canadian dollars.

$$\begin{array}{r} \text{CA } 782.21 \\ \div 2 \\ \hline = 391.10 \end{array}$$