

JASON MACDONALD, CAO - Travel Claim	
FCM Conference – Calgary, AB - June 6-10, 2024	
Travel Claim	\$357.58
Accommodations	\$1746.92
Registration	\$1192.80
Airfare	\$391.10
Car Rental	\$140.24

**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 6-10, 2024
 PURPOSE OF EXPENSE: FCM Conference

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km	Total
		June 6/24	June 7/24	June 8/24	June 9/24	June 10/24		
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	\$ 65.00	\$ 65.00	\$ 65.00	\$ 325.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Description								
TOTAL EXPENSES PAID BY CLAIMANT							\$ 357.58	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 357.58 (a)	

SAP CODING:

G/L: 6020
 Cost Center: EXEC
 Work Order: 1-3666
 Vendor Number: 101181

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	\$ 1,746.92
Event Registration Fee	Town Credit Card	Jason MacDonald	\$ 1,192.80
Airfare	Town Credit Card	Jason MacDonald	\$ 391.10
Other	Town Credit Card	Jason MacDonald	\$ 140.24
TOTAL EXPENSES PAID BY TOWN			\$ 3,471.06 (b)

TOTAL COST OF EVENT:

\$ 3,828.64 (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 14, 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."

VISION Our vision is to be a healthy, prosperous, inclusive, and environmentally sustainable community in which people of all ages, abilities, and cultures are engaged and proud to live, work and play. See Why We Love It!

MISSION We provide quality leadership, services, opportunities and resources for the benefit of our citizens, and in support of our growth and development in our community in a fair, equitable and transparent manner.

GUIDING PRINCIPLES Respect · Integrity · Collaboration · Accountability · Inclusivity · Evidence-based Decision Making · Sustainability



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From: Avis <avis@e.avis.com>
Sent: June 10, 2024 7:49 AM
To: Jason MacDonald <JMacDonald@amherst.ca>
Subject: Your E-receipt From Avis

[View In Browser](#) | Add avis@e.avis.com to your Address Book.



[Reservations](#) [Locations](#) [Offers](#) [Car Sales](#) [Cars & Services](#)

Hi Jason,

Thank you for renting with Avis. **Please remember to return your keys when you return your vehicle to avoid additional fees.**

This is a one-time notification related to your recent transaction: Avis Rental Agreement **946742381**

TOTAL CHARGES

Natalie LeBlanc

From: Cindy Brown
Sent: June 11, 2024 8:16 AM
To: Natalie LeBlanc
Subject: FW: Your E-receipt From Avis

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: June 10, 2024 7:40 PM
To: Cindy Brown <cbrown@amherst.ca>
Subject: FW: Your E-receipt From Avis

Jason MacDonald, MCIP, LPP (he/him)

Chief Administrative Officer

Town of Amherst

Cell: 902-664-8367

CAD 209.18

Base Rate:	CAD 70.38
Taxable Products/Services*:	CAD 122.89
Non-Taxable Products/Services:	CAD 15.91
Prepayment:	-CAD 140.24
Net Charges:	CAD 68.94

**Includes Fees and Surcharges*

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Avis | 1 Convair Drive E. | Toronto, ON | M9W 6Z9

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PALLISER

133 9th Avenue SW,
Calgary, AB, Canada T2P 2M3
T (403) 262-1234 F (403) 260-1260
G.S.T. Registration # 846543619

Room : 1136
Folio # : 54891
Cashier # : 1865
Reference # :
Page # : 1 of 2

Mr Jason MacDonald
Po Box 516
Amherst NS B4H 4A1
Canada

ALL Membership # :
Group Name : FCM 2024 Conference and Tradeshow
Company Name : Federation of Canadian Municipalities

Arrival : 06-06-24
Departure : 06-10-24

Date	Description	Additional Information	Charges	Credits
06-06-24	Deposit Transfer at C/I			436.73
06-06-24	Room Charge		389.00	
06-06-24	Room - Destination Marketing Fee		11.67	
06-06-24	Room - AB Tourism Levy		16.03	
06-06-24	Room GST		20.03	
06-07-24	Room Charge		389.00	
06-07-24	Room - Destination Marketing Fee		11.67	
06-07-24	Room - AB Tourism Levy		16.03	
06-07-24	Room GST		20.03	
06-08-24	Room Charge		389.00	
06-08-24	Room - Destination Marketing Fee		11.67	
06-08-24	Room - AB Tourism Levy		16.03	
06-08-24	Room GST		20.03	
06-09-24	Room Charge		389.00	
06-09-24	Room - Destination Marketing Fee		11.67	
06-09-24	Room - AB Tourism Levy		16.03	
06-09-24	Room GST		20.03	
06-10-24	Visa card	XXXXXXXXXXXXXXXX1121 XX/XX		1,310.19

GST Summary		Total Charges	1,746.92
Room	80.12	Total Credits	1,746.92
F&B	0.00		
Other	0.00		
Total	80.12	Balance	0.00

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Pour information et réservations visitez notre web au www.fairmont.com ou téléphoner au Hôtels Fairmont de: États-Unis ou Canada 1 800 441 1414

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. (18.00% per annum.)

Je me porte personnellement responsable du règlement total de cette note au cas où la compagnie, l'association ou son représentant désigné en refuserait le paiement. Les comptes en souffrance sont sujets à un intérêt de 1.5% par mois après un mois. (18.00% par année)

Thank you for choosing to stay at Fairmont Palliser



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Mr Jason MacDonald
Po Box 516
Amherst NS B4H 4A1
Canada

ALL Membership # :
Group Name : FCM 2024 Conference and Tradeshow
Company Name : Federation of Canadian Municipalities

Arrival : 06-06-24
Departure : 06-10-24

Thank you for choosing Fairmont Palliser
To provide feedback about your stay, please contact Ken Flores, General Manager, at Ken.Flores@fairmont.com.

For information or reservations, visit us at
www.fairmont.com or call Fairmont Hotels & Resorts
from: United States or Canada 1 800 441 1414

Pour information et réservations visitez notre web
au www.fairmont.com ou téléphoner au Hôtels
Fairmont de: États-Unis ou Canada 1 800 441
1414

I agree that my liability for this bill is not waived,
and I agree to be held personally liable in the
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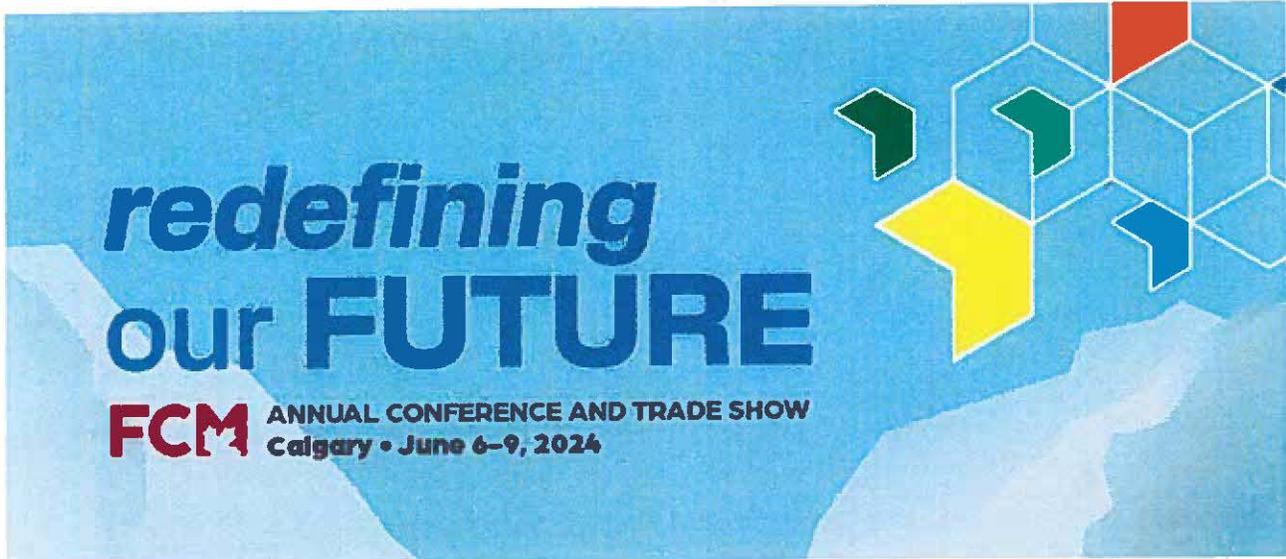
Je me porte personnellement responsable du
règlement total de cette note au cas où la
compagnie, l'association ou son représentant
désigné en refuserait le paiement. Les comptes
en souffrance sont sujets à un intérêt de 1.5%
par mois après un mois. (18,00% par année)

Thank you for choosing to stay at Fairmont Palliser

Cindy Brown

From: 2024 Annual Conference and Trade Show <noreply@microspec.com>
Sent: February 13, 2024 3:11 PM
To: Jason MacDonald
Cc: Cindy Brown; Cindy Brown
Subject: 2024 Annual Conference and Trade Show Confirmation

[View this email in your browser](#)



FCM Annual Conference and Trade Show
June 6 to 9, 2024 - Calgary, AB



Thank you Jason MacDonald for registering for FCM's 2024 Annual Conference and Trade Show! This receipt serves as your registration confirmation and a copy has been sent to: jmacdonald@amherst.ca cbrown@amherst.ca

We are pleased you will be joining us in Calgary in June.

Please keep this email confirmation as record of your registration.

IMPORTANT note: Your badge will be available on-site at self-check printing kiosks (and will no longer be printed ahead of time). To obtain your badge, you will require the barcode printed above to scan upon arrival. Staff and volunteers will be available on site to assist you.

Closer to the event date, we will also send you a reminder email with more details and your barcode.

Mr. Jason MacDonald
Interim Chief Administrative Officer - Town of
Amherst
PO BOX 516
Amherst NS CA B4H 4A1

Date: Tue Feb 13, 2024 2:06 pm
Registration Number: 4285810
Registration Type: (DELM)

[Login to my Registration](#)

jmacdonald@amherst.ca
[902-667-6527](tel:902-667-6527)

Open My Itinerary

Events

Qty	Code	Event	Unit Price	Subtotal
1	CP	In-Person Conference Pass AB-GST 5%: \$54.75	\$1,095.00	\$1,095.00
1	MWR	Mayor's Welcome Reception	\$0.00	\$0.00
1	HCG	Host City Closing Gala	\$0.00	\$0.00
1	C-NS	Carbon Offset AB-GST 5%: \$2.05	\$41.00	\$41.00
			Subtotal:	\$1,136.00
			AB-GST (#11891 3938 RT0001) 5%:	\$56.80
			Total Fees:	\$1,192.80
			Amount Paid:	\$1,192.80
			Current Balance:	\$0.00

GST/HST # 11891 3938 RT0001 / QST # 1202728231 TQ 0001

Payments

Date	Payment	Amount
2024-02-13	4715XXXXXXXXX1121 (03/26) JASON MACDONALD	\$1,192.80

Save Receipt to Your Digital Wallet

To save your receipt to your Digital Wallet you must first open this email on your mobile device. Passes saved to your Wallet are accessed through Apple Wallet (iPhone users) or Google Pay (Android users).



For more details or if you have any questions please see our Digital Wallet [FAQ](#).

For more details, please refer to the [registration page](#) and the [Terms & Conditions](#).

Please contact FCM's registration desk at register@fcm.ca or call 613-907-6317 should you have any questions.

Event Date

Thursday, June 6 - Sunday, June 9,
2024



Add to Calendar

Calgary TELUS Convention Centre
136, 8th Avenue SE
Calgary, AB, CA T2G 1B8



register@fcm.ca

613-907-6317

[Website](#)

Registration services provided by: **MicroSpec**
customerservice@microspec.com | 1-888-780-9825 | www.MicroSpec.com

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.

$$\frac{782.21}{2} = 391.10$$