

JASON MACDONALD, CAO - Travel Claim	
Meeting with Contractor – Dartmouth, NS – July 12, 2024	
Travel Claim	\$275.35
Accommodations	
Registration	

**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: 12-Jul-24
 PURPOSE OF EXPENSE: Meeting with Contractor

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km	Total
		July 12/24	July 12/24					
Transportation								
Destination		Dartmouth	Amherst					
Mileage (Kms)		193	193			\$0.5838		
Total Mileage		\$ 112.67	\$ 112.67	\$ -	\$ -	\$ -	\$ 225.35	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 15.00						
Lunch	No	\$ 20.00		\$ -	\$ -			
Dinner	No	\$ 30.00		\$ -	\$ -			
Total Meals		\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Description							
TOTAL EXPENSES PAID BY CLAIMANT							\$ 275.35	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 275.35 (a)	

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: \$ 275.35 (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: July 22, 2024



Amherst, Nova Scotia to 780 Windmill Rd,
Dartmouth, NS B3B 1T3

Drive 193 km, 1 hr 57 min

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 toward Victoria St E/NS-6 E
 - ↶ 2. Turn left onto Glooscap Trl/Victoria St E/NS-2 S/NS-6 W
 - ↶ 3. Turn left onto Church St/Glooscap Trl/NS-2 S (signs for Nova Scotia Trunk 2)
 Continue to follow Church St/Glooscap Trl
 - ↷ 4. Turn right onto Albion St/Glooscap Trl/NS-2 S
 Continue to follow Glooscap Trl/NS-2 S
 - ↶ 5. Turn left onto the TC/NS-104 E ramp to Springhill/Truro/Halifax

Follow Trans-Canada Hwy/NS-104 E and NS-102 S to Nova
Scotia Trunk 7 E in Bedford

- 1 hr 45 min (186 km)
- ↶ 6. Merge onto Trans-Canada Hwy/NS-104 E
 Toll road
 - ↷ 7. Take exit 15 for NS-102 toward Halifax/Truro
 - ↶ 8. Continue onto NS-102 S
 - ↶ 9. Use the right 2 lanes to turn slightly right to stay on NS-102 S (signs for NS-101/NS-103/Halifax/Bedford/Sackville)
 - ↷ 10. Take exit 4B to merge onto NS-1 W/NS-101 toward Lr. Sackville/Windsor

- 11. Take exit 1K for NS-1 W toward Lr.
Sackville/Cobequid Rd
350 m
- ↗ 12. Continue onto Evangeline Trail/Sackville Dr/Nova
Scotia Trunk 1 W/NS-1 W
200 m
- ↶ 13. Turn left onto Old Sackville Rd (signs for Old
Sackville Road)
32 m
- ↶ 14. Sharp left onto Evangeline Trail/Sackville
Dr/Nova Scotia Trunk 1 E
210 m
- ⬆ 15. Use the right lane to turn slightly right onto the
ramp to NS-7 E/Dartmouth
450 m
- ↶ 16. Continue onto NS-33
3.7 km

**Follow Nova Scotia Trunk 7 E to your destination in
Burnside, Dartmouth**

- ⬆ 17. Continue onto Nova Scotia Trunk 7 E
4 min (3.3 km)
3.0 km
- ↶ 18. Use the 2nd from the left lane to turn left onto
Akerley Blvd (signs for Akerley Boulevard)
83 m
- ↗ 19. Turn right
160 m
- ↗ 20. Turn right
Destination will be on the right
74 m

780 Windmill Rd