

JASON MACDONALD, CAO - Travel Claim	
CAPG Conference – Halifax, NS – August 9, 2024	
Travel Claim	\$275.02
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: 09-Aug-24
 PURPOSE OF EXPENSE: CAPG Conference



EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.5838	Total
		August 9/24	August 9/24					
Transportation								
Destination		Halfax 197	Amherst 197					
Mileage (Kms)		\$ 115.01	\$ 115.01	\$ -	\$ -	\$ -	\$ 230.02	
Total Mileage								
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 15.00	\$ 15.00					
Lunch	No	\$ 20.00		\$ -	\$ -	\$ -		
Dinner	No	\$ 30.00	\$ 30.00					
Total Meals		\$ 45.00	\$ -	\$ -	\$ -	\$ -	\$ 45.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Description								
TOTAL EXPENSES PAID BY CLAIMANT							\$ 275.02	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 275.02 (a)	

SAP CODING:

G/L 6030
 Cost Center EXEC
 Work Order 1-2944
 Vendor Number 101181

19-18588

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: \$ 275.02 (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: Aug 12, 2024



Amherst, Nova Scotia to Four Points by Sheraton
Halifax, 1496 Hollis St, Halifax, NS B3J 3Z1

Drive 197 km, 2 hr 8 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
Woodland Ave/NS-118 in Dartmouth

1 hr 44 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. Keep left to continue on NS-118, follow signs for NS-107/NS-111/Dartmouth/Halifax

Continue on Woodland Ave/NS-118. Take Angus L.
Macdonald Bridge and Barrington St to Hollis St in Halifax

14 min (7.2 km)

10.  Keep left to continue on Woodland Ave/NS-118,
follow signs for MacDonald
Brg/Downtown/Dartmouth

2.1 km
11.  Turn left onto Victoria Rd/Victoria Rd Ext/NS-322
S

270 m
12.  Turn right onto Boland Rd

500 m
13.  Turn left onto Wyse Rd

350 m
14.  Use the right 2 lanes to turn right onto Angus L.
Macdonald Bridge
 Toll road

1.6 km
15.  Turn right onto the ramp to Barrington Street
 Toll road

21 m
16.  Sharp right onto North St

110 m
17.  Slight right toward Barrington St

67 m
18.  Merge onto Barrington St

1.1 km
19.  Turn left to stay on Barrington St

22 m
20.  Continue straight onto Upper Water St

300 m
21.  Slight right onto Hollis St
 Destination will be on the right

800 m

Four Points by Sheraton Halifax