

<b>JASON MACDONALD, CAO - Travel Claim</b>	
<b>AMANS Fall Conference – Halifax, NS – September 23-25, 2024</b>	
Travel Claim	\$292.86
Accommodations	\$471.98
Registration	\$520.21

## 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: September 23 - 25, 2024

PURPOSE OF EXPENSE: AMANS Fall Conference

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates					Mileage /Km \$0.5838	Total
		Sept 23/24	Sept 24/24	Sept 25/24				
<b>Transportation</b>								
Destination		Halifax 208		Amherst 208				
Mileage (Kms)								
<b>Total Mileage</b>		\$ 121.43	\$ -	\$ 121.43	\$ -	\$ -	<b>\$ 242.86</b>	
<b>Parking</b>	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Tolls</b>	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>								
Breakfast	No	\$ 15.00						
Lunch	No	\$ 20.00		\$ 20.00	\$ -	\$ -		
Dinner	No	\$ 30.00	\$ 30.00		\$ -	\$ -		
<b>Total Meals</b>		\$ 30.00	\$ -	\$ 20.00	\$ -	\$ -	<b>\$ 50.00</b>	
<b>Accommodations</b>	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Other</b>	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Description								
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							<b>\$ 292.86</b>	
Less Travel Advance							\$ -	
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							<b>\$ 292.86 (a)</b>	

**SAP CODING:**

G/L: 6030  
 Cost Center: EXEC  
 Work Order: 1-3668 *1-3667*  
 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	Town Credit Card	Jason MacDonald	\$ 471.98
Event Registration Fee	Town Credit Card	Jason MacDonald	\$ 520.21
Airfare			
Other			
<b>TOTAL EXPENSES PAID BY TOWN</b>			<b>\$ 992.19 (b)</b>

**TOTAL COST OF EVENT:** \$ 1,285.05 (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: Sep. 26, 2024



Amherst, Nova Scotia to Comfort Hotel Bayer's Lake, 88 Chain Lake Dr, Halifax, NS B3S 1A2

Drive 208 km, 2 hr

Amherst  
Nova Scotia

This route has tolls.

### Get on Trans-Canada Hwy/NS-104 E

5 min (3.9 km)

- ↑ 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  
3.3 km
- ↗ 3. Turn right onto the NS-104 E/Trans Canada Highway ramp to Truro/Halifax  
600 m

### Follow Trans-Canada Hwy/NS-104 E and NS-102 S to Nova Scotia Trunk 3 W in Halifax. Take exit 2A from NS-103 W

1 hr 54 min (203 km)

- ↗ 4. Merge onto Trans-Canada Hwy/NS-104 E  
 Toll road  
104 km
- ↘ 5. Take exit 15 for NS-102 toward Halifax/Truro  
850 m
- ↗ 6. Continue onto NS-102 S  
74.1 km
- ↗ 7. Slight right to stay on NS-102 S (signs for NS-101/NS-103/Halifax/Bedford/Sackville)  
22.9 km
- ↘ 8. Take exit 1A for NS-103  
450 m
- ↗ 9. Continue onto NS-103 W  
450 m
- ↘ 10. Take exit 2A to merge onto Nova Scotia Trunk 3 W toward Beechville/Lakeside  
600 m

### Continue on Nova Scotia Trunk 3 W to your destination in Clayton Park West

1 min (500 m)

- ↗ 11. Merge onto Nova Scotia Trunk 3 W  
230 m
- ↘ 12. Sharp right onto Lakelands Blvd

-  13. Turn right 150 m

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-  14. Turn left 24 m

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-  15. Turn right 50 m
-  Destination will be on the right 51 m

**Comfort Hotel Bayer's Lake**

88 Chain Lake Dr, Halifax, NS B3S 1A2



**Comfort Hotel Bayer's Lake  
(CN933)**  
88 Chain Lake Drive  
Halifax, NS B3S 1A2  
(902) 405-4555  
CN933@stayatchoice.com

Account: 935450935  
Date: 9/25/24  
Room: 318 GROUP-  
Arrival Date: 9/23/24  
Departure Date: 9/25/24  
Check In Time: 9/23/24 9:29 PM  
Check Out Time:

Macdonald, Jason  
AMANS Annual Conference -  
Association of Municipality Adm.  
5 Ridgewood Court  
Amherst  
, B4H4W7

Rewards Program ID:  
You were checked in by: slonto  
You were checked out by:  
**Total Balance Due: 0.00**

Post Date	Description	Comment	Amount
9/23/24	Visa Payment		(471.98)
9/23/24	Room Charge	XXXXXXXXXXXX1121 #318 Macdonald, Jason	199.99
9/23/24	Harmonized Sales Tax		30.00
9/23/24	Tourism Levy		6.00
9/24/24	Room Charge	#318 Macdonald, Jason	199.99
9/24/24	Harmonized Sales Tax		30.00
9/24/24	Tourism Levy		6.00

Folio Summary 5/30/24 - 9/24/24			
	Room Charge		399.98
	Harmonized Sales Tax		60.00
	Tourism Levy		12.00
	Visa Payment		(471.98)
		Balance Due:	<u>0.00</u>

**With this rate you are able to earn valuable Choice Privileges points!**

HST#: 776384513 RT 0001

x \_\_\_\_\_



**You could be earning free nights at Choice hotels and other great rewards. Join Choice Privileges today by stopping by the front desk, or logging on to [www.choicehotels.com/choice-privileges](http://www.choicehotels.com/choice-privileges).**



Receipt: AMANS 2024 Fall Conference

Payment Status: Paid  
Registration ID: REG7X3CJ5AM  
Registration Date: July 18, 2024

Receipt ID: AMACONFERENCE-7X3CJ5AM  
Issue Date: July 18, 2024

Jason MacDonald  
, Town of Amherst  
cbrown@amherst.ca

Item	Owner	Download / Status	CAD
AMA Member Registration Pass - Early Bird Rate	JASON MacDonald	<a href="#">PUR5MXTXGP3</a>	445.00
<b>Tax (15.0%)</b>			66.75
<b>Transaction Fees</b>			8.46
<b>Total</b>			520.21
<b>Amount Paid</b>			520.21
<b>Amount Refunded</b>			-0.00
<b>Amount Due</b>			0.00

Payment	Date	Status	Transaction ID	CAD
CCARD	July 18, 2024	Verified	ch_3Pdt5sHbGGlbM0Ju1fSR5rZr	520.21

Tax No. 124731324RT0001