

JASON MACDONALD, CAO - Travel Claim	
Chamber of Commerce Business Awards Gala – Pugwash, NS – October 24, 2024	
Travel Claim	\$66.44
Accommodations	
Registration	

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: 24-Oct-24

PURPOSE OF EXPENSE: Chamber of Commerce Business Awards Gala

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.5838	Total
		Oct 24/24	Oct 24/24					
Transportation								
Destination		Pugwash	Amherst					
Mileage (Kms)		56.9	56.9					
Total Mileage		\$ 33.22	\$ 33.22	\$ -	\$ -	\$ -	\$ 66.44	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 15.00				\$ -		
Lunch	No	\$ 20.00		\$ -	\$ -	\$ -		
Dinner	No	\$ 30.00		\$ -	\$ -	\$ -		
Total Meals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Description							
TOTAL EXPENSES PAID BY CLAIMANT							\$ 66.44	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 66.44 (a)	

SAP CODING:

G/L 6030

Cost Center EXEC

Work Order 1-2844

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: \$ 66.44 (a + b)

Signature of Claimant:

Employee Acknowledge Document on File for Current Fiscal Year (circle one): Yes or No

Approved By Signing Authority:
(per Expense Reimbursement Policy)

Conforms to Expense Reimbursement Policy # 3000-07:

Date: Oct. 29, 2024

Amherst
Nova Scotia

- ↑ 1. Head west on Havelock St toward Victoria St E/NS-6 E
4 m
- ↪ 2. Turn right onto Victoria St E/NS-6 E
Continue to follow NS-6 E
48.2 km
- ↪ 3. Turn right onto Durham St/NS-6 E (signs for Tatamagouche/New Glasgow/Cape Breton)
300 m
- ↶ 4. Turn left onto Church St (signs for Sunrise Trail/Pugwash Point/Gulf Shr)
1.3 km
- ↪ 5. Church St turns right and becomes Gulf Shore Rd
6.9 km
- ↪ 6. Turn right
Destination will be on the right
150 m

Gulf Course
1776 Gulf Shore Rd, Pugwash, NS B0K 1L0