

JASON MACDONALD, CAO - Travel Claim	
Provincial Councillor Orientation – Halifax – November 4-5, 2024	
Travel Claim	\$260.02
Accommodations	\$241.67
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: November 4-5, 2024
 PURPOSE OF EXPENSE: Provincial Councillor Orientation

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km	Total
		Nov 4/24	Nov 5/24					
Transportation								
Destination		Halifax	Amherst					
Mileage (Kms)		197	197			\$0.5838		
Total Mileage		\$ 115.01	\$ 115.01	\$ -	\$ -	\$ -	\$ 230.02	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 15.00				\$ -	\$ -	
Lunch	No	\$ 20.00				\$ -	\$ -	
Dinner	No	\$ 30.00				\$ -	\$ -	
Total Meals		\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ 30.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Description							
TOTAL EXPENSES PAID BY CLAIMANT							\$ 260.02	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 260.02 (a)	

19-18679

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	Town Credit Card	Jason MacDonald	\$ 241.67
Event Registration Fee			
Airfare			
Other			
TOTAL EXPENSES PAID BY TOWN			\$ 241.67 (b)

TOTAL COST OF EVENT: \$ 501.69 (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: Nov. 7, 2024

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 east on Havelock St toward Ratchford St
240 m
 - ↘ 2. Turn right onto Prince Arthur St
160 m
 - ↙ 3. Turn left onto Church St/Glooscap Trl/NS-2 S
 Continue to follow Church St/Glooscap Trl
160 m
 - ↘ 4. Turn right onto Albion St/Glooscap Trl/NS-2 S
 Continue to follow Glooscap Trl/NS-2 S
3.0 km
 - ↖ 5. Turn left onto the TC/NS-104 E ramp to
Springhill/Truro/Halifax
300 m

**Follow Trans-Canada Hwy/NS-104 E and NS-102 S to
Woodland Ave/NS-118 in Dartmouth**

- 1 hr 45 min (186 km)
- ↗ 6. Merge onto Trans-Canada Hwy/NS-104 E
 Toll road
96.8 km
 - ↘ 7. Take exit 15 for NS-102 toward Halifax/Truro
850 m
 - ↗ 8. Continue onto NS-102 S
74.1 km
 - ↙ 9. Keep left to continue on NS-118, follow signs for
NS-107/NS-111/Dartmouth/Halifax
14.6 km

**Continue on Woodland Ave/NS-118. Take Angus L.
Macdonald Bridge and Gottingen St to Prince St in Halifax**

- 15 min (6.9 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
1.7 km
- ⤴ 15. Use the left lane to merge onto North St
38 m
- ↶ 16. Use the left 2 lanes to turn slightly left to stay on North St
59 m
- ↶ 17. Turn left at the 1st cross street onto Gottingen St
1.5 km
- ↑ 18. Continue onto Duke St
160 m
- ↷ 19. Turn right onto Argyle St
230 m
- ↷ 20. Turn right onto Prince St
51 m

Sutton Place Hotel Halifax

1700 Grafton St, Halifax, NS B3J 2C4



The Sutton Place Hotels

INVOICE

Sutton Place Hotel Halifax

Mr. Jason Macdonald
98 Victoria Street East
Amherst NS B4H 1X6
Canada

Print Date 11/5/24
Page No. 1 of 2
Room No. 0902
Arrival 11/04/24
Departure 11/05/24
Conf. No. 403292744
Folio No. HAL 96400
GST No. 814976585 RT 0001

Company Name: Government - Provincial*

Date	Description	Charges CAD	Credits CAD
11/04/24	Room Charge	170.00	
11/04/24	Room - Halifax DMF	5.10	
11/04/24	Room - HST	26.27	
11/04/24	ECO Fees	2.00	
11/04/24	HST - ECO Fees	0.30	
11/04/24	Valet Parking	33.04	
11/04/24	Parking Tax - HST	4.96	
11/05/24	Visa		241.67

Total	241.67		241.67
Balance	0.00	CAD	

Net Amount	203.04	CAD
Room - HST	26.57	CAD
Room - Halifax DMF	5.10	CAD
Parking Tax - HST	6.96	CAD
Total incl. vat	241.67	CAD

I agree to be personally liable should the indicated company or person fail to pay for any part of the total charges.

Guest Signature

Merchant ID

Credit Card #

XXXXXXXXXXXX1121



The Sutton Place Hotels

INVOICE

Sutton Place Hotel Halifax

Mr. Jason Macdonald
98 Victoria Street East
Amherst NS B4H 1X6
Canada

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Company Name: Government - Provincial*

Transaction ID	9692379	Credit Card Expiry	XXXX
Approval Code	076393	Capture Method	Swiped
Approval Amount	241.67	Transaction Amount	241.67