

JASON MACDONALD, CAO - Travel Claim	
Municipality of Tantramar Interviews – Sackville – January 20, 2025	
Travel Claim	\$19.27
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: 30-Jan-25

PURPOSE OF EXPENSE: Assist with Municipality of Tantramar Interviews

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Total	
		Jan 30/25	Jan 30/25					
Transportation								
Destination		Sackville	Amherst				Mileage /Km \$0.5838	
Mileage (Kms)		18.5	18.5					
Total Mileage		\$ 9.63	\$ 9.63	\$ -	\$ -	\$ -	\$ 19.27	
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							\$ 19.27	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 19.27 (a)	

SAP CODING:

G/L 6030

Cost Center EXEC

Work Order 1-2044

Vendor Number 101161

19-18764.

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: \$ 19.27 (a + b)

Signature of Claimant: [Signature]

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

Conforms to Expense Reimbursement Policy # 3000-07: [Signature]

Approved By Signing Authority: [Signature]
(per Expense Reimbursement Policy)

Date: Feb 4/25

Amherst
Nova Scotia

Get on Trans-Canada Hwy/NS-104 W in Nappan

4 min (2.7 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
1.9 km
- ⤴ 3. Take the Trans Canada Highway/NS-104 W ramp
800 m

Follow Trans-Canada Hwy to Cattail Ridge/NB-106 W in Sackville. Take exit 506 from Trans-Canada Hwy/NB-2 W

6 min (11.1 km)

- ⤴ 4. Merge onto Trans-Canada Hwy/NS-104 W
2.2 km
- ↑ 5. Continue onto Trans-Canada Hwy/NB-2 W
📍 Entering New Brunswick
8.4 km
- ↘ 6. Take exit 506 for NB-106 toward Sackville
Centre/Dorchester
500 m

Drive to Main St/NB-106 W

4 min (2.6 km)

- ↶ 7. Turn left onto Cattail Ridge/NB-106 W (signs for
New Brunswick 106/Rue Bridge St/Dorchester)
750 m
- ↘ 8. Turn right onto Bridge St/NB-106 W
1.4 km
- ↶ 9. Turn left onto Main St/NB-106 W (signs for
Dorchester)
📍 Destination will be on the left
450 m

Sackville Town Hall
31 Main St, Sackville, NB E4L 1G6