

<b>JASON MACDONALD, CAO - Travel Claim</b>	
<b>CAO's Meeting – Oxford – March 24, 2025</b>	
Travel Claim	\$42.62
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: 24-Mar-25  
 PURPOSE OF EXPENSE: CAOs Meeting



**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates					Mileage /Km \$0.5838	Total
		Mar 24/25	Mar 24/25					
<b>Transportation</b>								
Destination		Oxford	Amherst					
Mileage (Kms)		36.5	36.5					
Total Mileage		\$ 21.31	\$ 21.31	\$ -	\$ -	\$ -	\$ 42.62	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>								
Breakfast	No	\$ 15.00				\$ -		
Lunch	No	\$ 20.00				\$ -		
Dinner	No	\$ 30.00				\$ -		
Total Meals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Description							
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							\$ 42.62	
Less Travel Advance							\$ -	
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							\$ 42.62 (a)	

SAP CODING:  
 G/L: 6030  
 Cost Center: EXEC  
 Work Order: 1-2944  
 Vendor Number: 101191

**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			
<b>TOTAL EXPENSES PAID BY TOWN</b>			\$ - (b)

**TOTAL COST OF EVENT:** \$ 42.62 (a + b)

Signature of Claimant: [Signature]

Employee Acknowledge Document on File for Current Fiscal Year (circle one):

Yes or  No

[Signature]

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

Approved By Signing Authority:  
(per Expense Reimbursement Policy)

Date: Mar. 26, 2025



Amherst, Nova Scotia to Oxford (Town of), 105 Drive 36.5 km, 28 min  
Lower Main St, Oxford, NS B0M 1P0

Amherst  
Nova Scotia

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
  - 4 m
  - ↶ 2. Turn left onto Glooscap Trl/Victoria St E/NS-2 S/NS-6 W
  - 130 m
  - ↶ 3. Turn left onto Church St/Glooscap Trl/NS-2 S (signs for Nova Scotia Trunk 2)  
**Continue to follow Church St/Glooscap Trl**
  - 350 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 to Main St/Hwy 321 N/NS-321 N in Oxford. Take exit 6 from Trans-Canada Hwy/NS-104 E

- 17 min (30.7 km)
- ↗ 6. Merge onto Trans-Canada Hwy/NS-104 E
  - 30.4 km
  - ↷ 7. Take exit 6 for NS-321 N toward NS-204/Oxford/Pugwash
  - 350 m

Follow Main St/Hwy 321 N/NS-321 N to Lower Main St/NS-204 W

- 3 min (2.0 km)
- ↶ 8. Turn left onto Main St/Hwy 321 N/NS-321 N
  - 2.0 km
  - ↑ 9. Continue onto Lower Main St/NS-204 W (signs for NS-301 N)  
**Destination will be on the left**
  - 0.0 km