

JASON MACDONALD, CAO - Travel Claim	
NSFM Spring Conference – Truro, NS – May 1-2, 2025	
Travel Claim	\$323.89
Accommodations	
Registration	

**TOWN OF AMHERST
TRAVEL EXPENSE CLAIM**

2025/24

**** Fill in Shaded Areas Only**

Type of Claim, please circle: Travel Expense or Travel Advance

CLAIMANT: Jason MacDonald, CAO
 DEPARTMENT: Executive Office
 DATES: May 1-2, 2025
 PURPOSE OF EXPENSE: NSFM Spring Conference



EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates				Mileage /Km	Total
		May 1/25	May 1/25	May 2/25	May 2/25		
Transportation							
Destination		Truro	Amherst	Truro	Amherst		
Mileage (Kms)		107	107	107	107	\$0.5932	
Total Mileage		\$ 63.47	\$ 63.47	\$ 63.47	\$ 63.47	\$ -	\$ 253.89
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meals - Cost Incl. Taxes & Gratuity							
Breakfast	No	\$ 15.00	\$ 15.00	\$ -	\$ -	\$ -	\$ -
Lunch	No	\$ 20.00	\$ 20.00	\$ -	\$ -	\$ -	\$ -
Dinner	No	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ -
Total Meals		\$ 35.00	\$ 35.00	\$ -	\$ -	\$ -	\$ 70.00
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Description					
TOTAL EXPENSES PAID BY CLAIMANT							\$ 323.89
Less Travel Advance							\$ -
TOTAL EXPENSES DUE TO CLAIMANT							\$ 323.89 (a)

SAP CODING:
 G/L: 6030
 Cost Center: EXEC
 Work Order: 1-3868
 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: \$ 323.89 (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:
 Date: May 6/25

Approved By Signing Authority:
 (per Expense Reimbursement Policy)



Amherst, Nova Scotia to Inn on Prince Hotel Drive 107 km, 1 hr 9 min
& Conference Centre Truro, 437 Prince St, Truro, NS B2N 1E6

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 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)
i Continue to follow Church St/Glooscap Trl
350 m
- ↷ 4. Turn right onto Albion St/Glooscap Trl/NS-2 S
i 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 NS-2 S in Lower
Truro. Take exit 14 from NS-102 S


57 min (100 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
2.0 km
- ↷ 9. Take exit 14 for Nova Scotia Trunk 2 toward Truro/Bible Hill
450 m


Follow NS-2 S to your destination in Truro


5 min (2.6 km)

- ↗ 10. Merge onto NS-2 S
140 m

-  11. At the roundabout, take the 1st exit onto Robie St/NS-2 S

 1.5 km
-  12. Turn right onto Juniper St/NS-2 S (signs for Nova Scotia 2 Trunk S/Juniper Street)

 350 m
-  13. Turn left onto Prince St/NS-2 S

 600 m
-  14. Turn left

 14 m

Inn on Prince Hotel & Conference Centre Truro

437 Prince St. Truro. NS B2N 1E6