

JASON MACDONALD, CAO - Travel Claim	
AMA Spring Conference – White Point, NS – May 7 - 9, 2025	
Travel Claim	\$526.26
Accommodations	\$376.20
Registration	\$518.70

**TOWN OF AMHERST
TRAVEL EXPENSE CLAIM**

2025/26

**** Fill in Shaded Areas Only**

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

CLAIMANT: Jason MacDonald, CAO

DEPARTMENT: Executive Office

DATES: May 7 - 9, 2025

PURPOSE OF EXPENSE: AMA Spring Conference



EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Total	
		May 7/25	May 8/25	May 9/25				
Transportation								
Destination		White Point		Amherst			Mileage /Km	
Mileage (Kms)		334		334			\$0.5932	
Total Mileage		\$ 198.13	\$ -	\$ 198.13	\$ -	\$ -	\$ 396.26	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	\$ -		
Lunch	No	\$ 20.00	\$ 20.00	\$ 20.00	\$ -	\$ -		
Dinner	No	\$ 30.00	\$ 30.00	\$ -	\$ -	\$ -		
Total Meals		\$ 50.00	\$ 45.00	\$ 35.00	\$ -	\$ -	\$ 130.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Description						
TOTAL EXPENSES PAID BY CLAIMANT							\$ 526.26	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 526.26 (a)	

19-18904

SAP CODING:

G/L: 6030

Cost Center: EXEC

Work Order: 1-3668

Vendor Number: 101181

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	Cindy Brown	\$189.75
Accommodations	Town Credit Card	Jason MacDonald	\$186.45
Event Registration Fee	Town Cheque	4500079993	\$518.70
Other			

TOTAL EXPENSES PAID BY TOWN: ~~\$ 295.76~~ (b) \$ 894.90

TOTAL COST OF EVENT: ~~\$ 295.76~~ (a + b) 1421.16

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:

Date: May 20, 2025

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
- ↷ 4. Turn right onto Albion St/Glooscap Trl/NS-2 S
i Continue to follow Glooscap Trl/NS-2 S 350 m
- ↑ 5. Turn left onto the TC/NS-104 E ramp to
Springhill/Truro/Halifax 3.0 km
- 300 m

Follow Trans-Canada Hwy/NS-104 E and NS-102 S to
NS-103 W in Lunenburg

2 hr 35 min (260 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. Use the right 2 lanes to turn slightly right to stay
on NS-102 S (signs for NS-101/NS-
103/Halifax/Bedford/Sackville) 12.8 km
- ↷ 10. Take exit 3 for NS-213 toward Nova Scotia Trunk
2/Hammonds Plains Rd/Bedford 350 m

- 11. Take the Hammonds Plains Road/Nova Scotia 213 ramp to Atlantic Acrs/Business Park/Nova Scotia 103

70 m
- 12. Turn left onto Hammonds Plains Rd/NS-213 W

15.1 km
- 13. Use the right lane to merge onto NS-103 W via the ramp to Hubbards/Yarmouth

59.8 km

Continue on NS-103 W to your destination in Region of Queens Municipality

-
- 46 min (70.3 km)
- 14. Continue onto NS-103 W

60.8 km
 - 15. Turn left onto Old Port Mouton Rd

350 m
 - 16. Continue onto White Point Connector

850 m
 - 17. Turn right onto Nova Scotia Trunk 3 W

6.8 km
 - 18. Turn left onto White Point Road Number Two Rd

400 m
 - 19. Turn left onto White Point Beach Resort Rd

1.1 km
 - 20. Turn right

Destination will be on the left

24 m

White Point Beach Resort

75 White Point Beach Resort Rd. Hunts Point. NS B1P 2B4



75 White Point Beach Resort Road, Hunts Point, Nova Scotia B0T 1G0
 Toll Free: 1-800-565-5068 | Local 1-902-354-2711 | Fax 902-354-7278
 www.whitepoint.com

Reservation Number 218171

Send to Jason MacDonald

Phone

Guest Name Jason MacDonald

Arrival Date
5/7/2025

Departure Date
5/9/2025

Group Assoc Of Municipal Administrators Of NS Room Information 118 - White Point Room

Bill To Jason MacDonald

Phone

Folio Number 277743

Trans Date	Description	Voucher	Amount
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Charges

5/7/2025	Assoc Of Municipal Administrat	wpr-118	165.00
5/7/2025	HST	wpr-118	23.10
5/8/2025	Assoc Of Municipal Administrat	wpr-118	165.00
5/8/2025	HST	wpr-118	23.10
Subtotal			376.20
Total Charges			376.20

Payments

1/28/2025	Visa	#####3884	076601 118	0000224513	-189.75
5/9/2025	Visa	#####1121	025565 118	0000238213	-186.45
Subtotal					-376.20
Total Payments					-376.20
Balance Due:					0.00

	HST	Total
Total Tax	\$46.20	\$46.20

HST# 105671234RT0001

Association of Municipal Administrators, Nova Scotia INVOICE

1 Kingswood Drive,
Unit 211
Hammonds Plains, Nova Scotia B4B 0P4
Canada
info@amans.ca

Invoice No.: 9870
Date: 15/05/2025
Ship Date:
Page: 1
Re: Order No.

Sold to:
Town of Amherst

Ship to:
Town of Amherst

RECEIVED
By Cindy Brown at 1:38 pm, Jun 11, 2025

Business No.: 124731324RP0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
3			Spring conference early-bird registration for: Jason MacDonald, Sharon Bristol, Kimberlee Jones	14H	395.00	1,185.00
1			Dinner ticket for: Jason MacDonald	14H	60.00	60.00
			14H - HST @ 14% HST			174.30

A/P COSTING

VENDOR # 100448

AM # _____ Cheque # _____

CC EXEC, COMMADMIN, COMMS PO# 45000 79993

GL 6032 Cheque Date _____

W/O # _____
100003668/100003322/
100004143

Handwritten notes:
 \$ 455.00
 Exec
 Commadmin \$ 395.00
 Comms \$ 395.00
 \$ 1,245.00
 HST \$ 174.30
 \$ 1,419.30
 Kim Jones

Shipped By:	Tracking Number:	Total Amount	1,419.30
Comment:	<u>T1</u>	Amount Paid	0.00
Sold By:		Amount Owing	1,419.30