

JASON MACDONALD, CAO - Travel Claim	
AMA Fall Conference – Sydney, NS – September 23-25, 2025	
Travel Claim	\$612.86
Accommodations	\$399.22
Registration	\$530.10

**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: September 23-25, 2025

PURPOSE OF EXPENSE: AMA Fall Conference



EXPENSES PAID BY CLAIMANT:

Receipt Required:	Dates					Total
	Sept 23/25	Sept 24/25	Sept 25/25			
Transportation						
Destination	Sydney		Amherst			
Mileage (Kms)	407		407			
Total Mileage	\$ 241.43	\$ -	\$ 241.43	\$ -	\$ -	\$ 482.86
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						\$ 612.86
Less Travel Advance						\$ -
TOTAL EXPENSES DUE TO CLAIMANT						\$ 612.86 (a)
SAP CODING:						
G/L	6030					
Cost Center	EXEC					
Work Order	1-3667					
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	\$ 399.22
Event Registration Fee	Town Cheque		\$ 530.10
Airfare			
Other			
TOTAL EXPENSES PAID BY TOWN			\$ 929.32 (b)

TOTAL COST OF EVENT: \$ 1,542.18 (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: Date: Oct. 2, 2025.



Amherst, Nova Scotia to Holiday Inn Sydney - Waterfront Drive 407 km, 4 hr 22 min
 Sydney - Waterfront, 300 Esplanade, Sydney, NS B1P 1A7

Amherst
 Nova Scotia

This route has tolls.

Get on Trans - Canada Hwy/NS-104 E

- 5 min (3.6 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
- i Continue to follow NS-6 W**
- 2.9 km
- ⤴ 3. Turn left to merge onto Trans - Canada Hwy/NS-104 E toward Springhill/Truro/Halifax
- 650 m
- ⤴ 4. Merge onto Trans - Canada Hwy/NS-104 E
- Toll road
- 2 hr 29 min (268 km)

Follow NS-104 and NS-4 E to your destination in Sydney

- 1 hr 42 min (135 km)
- 🔄 5. At the roundabout, take the 2nd exit onto Trans - Canada Hwy/NS-104/NS-105
- 110 m
- ↗ 6. Slight right onto NS-104 (signs for Fleur-de-Lis Trail/Port Hawkesbury/Saint Peters/Sydney/Nova Scotia 4 Trunk)
- 6.1 km
- ↶ 7. Use the left 2 lanes to turn left onto NS-104/NS-4 E (signs for Saint Peters/Sydney)
- 1.8 km
- ⤴ 8. Turn right onto the NS-104 E ramp to Isle Madame/Saint Peters/Sydney
- 650 m
- ↗ 9. Continue onto NS-104
- 36.7 km
- ↑ 10. Continue onto NS-4 E (signs for Nova Scotia Trunk 4 E/Saint Peters/Sydney/Fleur-de-lis Trail)
- 85.0 km

11. Slight left to stay on NS-4 E (signs for NS-125
W/North Sydney/Newfoundland Ferry)
49 m
12. Enter the roundabout
27 m
13. Exit the roundabout onto NS-4
140 m
14. Continue onto Kings Rd/NS-4 E
850 m
15. At the roundabout, take the 2nd exit and stay
on Kings Rd/NS-4 E
Continue to follow NS-4 E
3.6 km
16. Continue onto Esplanade
77 m
17. Turn left
Destination will be on the right
27 m

Holiday Inn Sydney - Waterfront

300 Esplanade, Sydney, NS B1P 1A7



Holiday Inn

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09-25-25

Ms Cindy Brown 98 East Victoria St Amherst NS b4h 1x6 Canada	Folio No. :	276127	Room No. :	522
	A/R Number :		Arrival :	09-23-25
	Group Code :	AMA	Departure :	09-25-25
	Company :	AMANS	Conf. No. :	61725413
	Membership No. :		Rate Code :	
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
09-23-25	*Room Charge	170.00	
09-23-25	HST Tax - Room	23.80	
09-23-25	CBRM Marketing Levy	5.10	
09-23-25	HST - Marketing Levy	0.71	
09-24-25	*Room Charge	170.00	
09-24-25	HST Tax - Room	23.80	
09-24-25	CBRM Marketing Levy	5.10	
09-24-25	HST - Marketing Levy	0.71	
09-25-25	Visa XXXXXXXXXXXXXXX1121		399.22
Total		399.22	399.22
Balance		0.00	

Guest Signature: Jason MacDonald

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Sydney-Waterfront
o/a Sydney Oceanfront Hotel LP.
300 Esplanade Sydney, NS B1P 1A7
Telephone: (902) 562-7500 Fax: (902) 562-3023
GST Registration No. 804895969RT0001

Success!

Your registration for the 2025 AMANS Fall Conference has been successfully received. Please consider this your confirmation, as no automatic confirmation email will be sent. Prior to the event, you will receive an email with login information for the conference mobile app.

Payment Details: An invoice will be sent to your municipality after the conference. If you have any questions, please contact accounts@amans.ca.

Cancellation Policy: To receive a full refund, cancellation requests must be emailed to spellerin@amans.ca before September 8, 2025, at 4:30 pm. Cancellations received after this date will be subject to the full fee or substitution only.

Registration Summary

Category	AMA Member Registration
Amount Paid	\$0.00
Amount Owing	\$530.10
Registration ID	REG6HLI028X

Purchase Summary

Jason MacDonald

jjmacdonald@amherst.ca

AMA Member Registration Pass - Early Bird Rate

Wednesday Lunch Ticket

Thursday Lunch Ticket

Presidents Banquet Ticket