

<b>JASON MACDONALD, CAO - Travel Claim</b>	
<b>Meet with Cumberland County CAO - Springhill, NS – December 15, 2025</b>	
Travel Claim	\$30.73
Accommodations	
Registration	

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Travel Claim	\$30.73
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Accommodations	
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Registration	
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**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: 15-Dec-25

PURPOSE OF EXPENSE: Meet with Cumberland County CAO



**EXPENSES PAID BY CLAIMANT:**

Receipt Required:	Dates					Total
	Dec 15/25	Dec 15/25				
<b>Transportation</b>						
Destination	Springhill	Amherst				Mileage /Km
Mileage (Kms)	25.9	25.9				\$0.5932
Total Mileage	\$ 15.36	\$ 15.36	\$ -	\$ -	\$ -	\$ 30.73
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>						\$ 30.73
Less Travel Advance						\$ -
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>						\$ 30.73 (a)

19-19160

SAP CODING:

G/L: 6030

Cost Center: EXEC

Work Order: 1-2944

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

**TOTAL COST OF EVENT:** \$ 30.73 (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: Jan. 9, 2026

Approved By Signing Authority:

(per Expense Reimbursement Policy)



Town of Amherst, 98 Victoria St E, Amherst, Drive 25.9 km, 26 min  
NS B4H 1X6 to Springhill Service Centre, 43 Main St, Springhill, NS  
B0M 1X0

Town of Amherst

98 Victoria St E, Amherst, NS B4H 1X6

- ↑ 1. Head toward Church St  
97 m
- ← 2. 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
- ↪ 3. Turn right onto Albion St/Glooscap Trl/NS-2 S  
Continue to follow Glooscap Trl/NS-2 S  
25.3 km
- ↪ 4. Turn right onto Glooscap Trl/Main St/NS-2 S  
(signs for Nova Scotia Trunk 2  
E/Southampton/Parrsboro)  
Destination will be on the left  
210 m

Springhill Service Centre

43 Main St, Springhill, NS B0M 1X0