

<b>JASON MACDONALD, CAO - Travel Claim</b>	
<b>NSFM Fall Conference – Halifax, NS – November 4-7, 2025</b>	
Travel Claim	\$429.91
Accommodations	\$681.84
Registration	\$755.00

**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: November 4-7, 2025  
 PURPOSE OF EXPENSE: NSFM Fall Conference



**EXPENSES PAID BY CLAIMANT:**

Receipt Required:	Dates				Total	
	04-Nov-25	06-Nov-25	06-Nov-25	07-Nov-25		
<b>Transportation</b>						
Destination	Halifax		Amherst		Mileage /Km	
Mileage (Kms)	198		198		\$0.5932	
Total Mileage	\$ 117.45	\$ -	\$ -	\$ 117.45	\$ 234.91	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>						
Breakfast	No	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	
Lunch	No	\$ 20.00	\$ 20.00	\$ -	\$ 20.00	
Dinner	No	\$ 30.00	\$ 30.00	\$ 30.00	\$ -	
Total Meals		\$ 50.00	\$ 65.00	\$ 45.00	\$ 35.00	\$ 195.00
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -
Description						
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>					\$ 429.91	
Less Travel Advance					\$ -	
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>					\$ 429.91 (a)	

SAP CODING:  
 G/L: 6030  
 Cost Center: EXEC  
 Work Order: 1-3968  
 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	\$681.84
Event Registration Fee	Town Cheque	4500081162	\$755.00
Airfare			
Other			
<b>TOTAL EXPENSES PAID BY TOWN</b>			<del>\$ 687.04</del> (b) <u>\$1,436.84</u>

**TOTAL COST OF EVENT:** \$ 1,411.75 (a + b)  
\$1,866.75

Signature of Claimant: [Signature]

Employee Acknowledge Document on File for Current Fiscal Year (circle one):  
 Yes  No

Conforms to Expense Reimbursement Policy # 0000-07: [Signature]

Approved By Signing Authority: [Signature] Date: Nov 14, 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

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- ↶ 2. Turn left onto Glooscap Trl/Victoria St E/NS-2 S/NS-6 W

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- ↶ 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**

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- ↷ 4. Turn right onto Albion St/Glooscap Trl/NS-2 S  
**i Continue to follow Glooscap Trl/NS-2 S**

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- ↶ 5. Turn left onto the TC/NS-104 E ramp to Springhill/Truro/Halifax

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**Follow Trans - Canada Hwy/NS-104 E and NS-102 S to Woodland Ave/NS-118 in Dartmouth**

1 hr 42 min (186 km)

- ↶ 6. Merge onto Trans - Canada Hwy/NS-104 E  
**⚠ Toll road**

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- ↷ 7. Take exit 15 for NS-102 toward Halifax/Truro

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- ↑ 8. Continue onto NS-102 S

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- ↶ 9. Keep left to continue on NS-118, follow signs for NS-107/NS-111/Dartmouth/Halifax

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**Continue on Woodland Ave/NS-118 to your destination in Halifax**

17 min (7.8 km)

- ↩ 10. Keep left to continue on Woodland Ave/NS-118,  
follow signs for MacDonald  
Brg/Downtown/Dartmouth  

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2.1 km
- ↩ 11. Turn left onto Victoria Rd/Victoria Rd Ext/NS-322  
S  

---

600 m
- ↷ 12. Turn right onto Nantucket Ave  

---

500 m
- ↑ 13. Continue onto Angus L. Macdonald Bridge  

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1.6 km
- ↗ 14. Turn right onto the ramp to Barrington Street  

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21 m
- ↷ 15. Sharp right onto North St  

---

110 m
- ↗ 16. Slight right toward Barrington St  

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67 m
- ↗ 17. Merge onto Barrington St  

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700 m
- ⤷ 18. At the roundabout, take the 2nd exit and stay  
on Barrington St  

---

400 m
- ↩ 19. Turn left onto Upper Water St  

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290 m
- ↗ 20. Upper Water St turns slightly right and  
becomes Hollis St  

---

1.3 km
- ↩ 21. Turn left  

---

37 m

**The Westin Nova Scotian**

Westin Nova Scotian  
 1181 Hollis Street  
 Halifax, NS B3H 2P6  
 Canada  
 Tel: 902 421-1000 Fax: 902 422-9465



JASON MACDONALD  
 NO8619 - Nova Scotia Federation of Muni

Page Number : 1 Invoice Nbr : 1000230483  
 Guest Number : 1352050  
 Folio ID : A  
 Arrive Date : 04-NOV-25 16:21  
 Depart Date : 07-NOV-25  
 No. Of Guest : 1  
 Room Number : 229  
 Marriott Bonvoy Number : 5710

Information Invoice

Tax ID : 899994933RT0001  
 Westin Nova Sc YHZWI 07-NOV-25 05:20 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
04-NOV-25	RT229	Room Chrg - Grp - Government	179.00	
04-NOV-25	RT229	HRM Mktg Levy	5.37	
04-NOV-25	RT229	HST Room Tax	25.81	
04-NOV-25	RT229	Guest Self Parking	15.00	
04-NOV-25	RT229	HST Tax 14% Parking	2.10	
05-NOV-25	RT229	Room Chrg - Grp - Government	179.00	
05-NOV-25	RT229	HRM Mktg Levy	5.37	
05-NOV-25	RT229	HST Room Tax	25.81	
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06-NOV-25	RT229	HST Room Tax	25.81	
06-NOV-25	RT229	Guest Self Parking	15.00	
06-NOV-25	RT229	HST Tax 14% Parking	2.10	
07-NOV-25	VI	Visa		-681.84

Approve EMV Receipt for VI - 1121: PIN Verified  
 Application Label: VISA CREDIT AID: A0000000031010  
 ARC: 00 IAD: 06011203642002 TSI: E800 TVR: 0080008000

\*\* Total 681.84 -681.84

Westin Nova Scotian  
 1181 Hollis Street  
 Halifax, NS B3H 2P6  
 Canada  
 Tel: 902 421-1000 Fax: 902 422-9465



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 Room Number : 229  
 Marriott Bonvoy Number : 5710

\*\*\* Balance 0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room/Lewy	Fd & Bev	Gratuity	Taxes	Other	Total	Payment
11-04-2025	0.00	0.00	0.00	0.00	227.28	227.28	0.00
11-05-2025	0.00	0.00	0.00	0.00	227.28	227.28	0.00
11-06-2025	0.00	0.00	0.00	0.00	227.28	227.28	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>681.84</b>	<b>681.84</b>	<b>0.00</b>

Signature \_\_\_\_\_

Bring the Westin experience home. Shop WestinStore.com.



# Nova Scotia Federation of Municipalities NOICE

Suite 1500, 1809 Barrington St  
Halifax, Nova Scotia B3J 3K8  
Canada

Invoice No.: 8094  
Date: 12/04/2025  
Ship Date:  
Page: 1  
Re: Order No.

**RECEIVED**  
By Cindy Brown at 12:01 pm, Dec 08, 2025

Sold to:  
Town of Amherst  
P.O. Box 516  
Amherst, Nova Scotia B4H 4A1

Ship to:  
Town of Amherst  
P.O. Box 516  
Amherst, Nova Scotia B4H 4A1

Business No.: 108150616

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
	1	5	Member Delegate Early Bird Registration (Before October 7th, 2025)	T	750.00	3,750.00
	1		Member Delegate Registration (October 7th, 2025 and after)	T	800.00	
	1		Non-Member Delegate Early Bird Registration (Before October 7th, 2025)	T	825.00	
	1		Non-Member Delegate Registration (October 7th, 2025 and after)	T	875.00	
	1		Pre-Conference Session - Meetings that Matter - November 4th, 2025 - 2pm-4pm	T	125.00	
	1		Banquet Ticket Only	T	85.00	
	1	5	Carbon Offset Fee	E	5.00	25.00
			Kathy Wells			
			Charlie Chambers			
			Rob Small			
			Nic Furlong			
			Jason MacDonald			
			E - HST exempt			
			T - HST 14%			
			HST			525.00

## A/P COSTING

VENDOR # 100859

WELLS LEGCON 100004090  
CHAMBERS LEGCON 100003895  
LEGMAY 100000001  
FURLONG LEGON 100004081  
EXEC 100003927

AM # \_\_\_\_\_ Cheque # \_\_\_\_\_

CC \_\_\_\_\_ PO# 4500081162

GL 6032 \_\_\_\_\_ Cheque Date \_\_\_\_\_

W/O # \_\_\_\_\_

5105605698

Nova Scotia Federation of Municipalities HST: #108150616

Shipped By: \_\_\_\_\_ Tracking Number: \_\_\_\_\_

Comment: SEE ATTACHED EMAIL FROM JASON  
MACDONALD FOR SIGNATURE

Sold By: \_\_\_\_\_

Total Amount	4,300.00
Amount Paid	0.00
Amount Owing	4,300.00