

JASON MACDONALD, CAO - Travel Claim	
AMA Leadership Workshop - Stellarton, NS – November 28, 2025	
Travel Claim	\$236.01
Accommodations	
Registration	

**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: 28-Nov-25
 PURPOSE OF EXPENSE: AMA Leadership Workshop



EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Total	
		Nov 28/25	Nov 28/25					
Transportation								
Destination		Stellarton	Amherst				Mileage /Km	
Mileage (Kms)		161	161				\$0.5932	
Total Mileage		\$ 95.51	\$ 95.51	\$ -	\$ -	\$ -	\$ 191.01	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 15.00	\$ 15.00	\$ -	\$ -	\$ -		
Lunch	No	\$ 20.00		\$ -	\$ -	\$ -		
Dinner	No	\$ 30.00	\$ -	\$ -	\$ -	\$ -		
Total Meals		\$ 45.00	\$ -	\$ -	\$ -	\$ -	\$ 45.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Description						
TOTAL EXPENSES PAID BY CLAIMANT							\$ 236.01	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 236.01 (a)	

SAP CODING:
 G/L: 6030
 Cost Center: EXEC
 Work Order: 1-2944
 Vendor Number: 101161

19-19126

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: \$ 236.01 (a + b)

Signature of Claimant:

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

Conforms to Expense Reimbursement Policy # 3800-07:

Approved By Signing Authority:

Date: Dec 5, 2025

(per Expense Reimbursement Policy)



Amherst, Nova Scotia to Stellarton (Town of), 250 S Foord St, Stellarton, NS B0K 1S0

Drive 161 km, 1 hr 38 min

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)
 Continue to follow Church St/Glooscap Trl
350 m
- ↷ 4. Turn right onto Albion St/Glooscap Trl/NS-2 S
 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 N Foord St/NS-374 in Stellarton. Take exit 24 from Trans - Canada Hwy/NS-104 E

1 hr 25 min (156 km)

- ⤴ 6. Merge onto Trans - Canada Hwy/NS-104 E
 Toll road
156 km
- ↷ 7. Take exit 24 toward New Glasgow/Stellarton/Trenton
220 m
- ⤵ 8. At the roundabout, take the 3rd exit onto N Foord St/NS-374
 Destination will be on the right
2 min (1.2 km)

Stellarton (Town of)
250 S Foord St, Stellarton, NS B0K 1S0