COUNCILLOR KATHY WELLS - Travel Claim	
Provincial Councillor Orientation – Halifax – November 3-5, 2024	
Travel Claim	$290.02
Accommodations	$483.34
Registration	

2024/25

TOWN OF AMHERST
TRAVEL EXPENSE CLAIM

** Fill in Shaded Areas Only

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

CLAIMANT: **Councillor Kathy Wells**

DEPARTMENT: **Executive Office**

DATES: **November 3-5, 2024**

PURPOSE OF EXPENSE: **Provincial Councillor Orientation**

EXPENSES PAID BY CLAIMANT:

	Receipt Required:		Dates: Nov 3/24	Nov 4/24	Nov 5/24			Total
Transportation								Mileage /Km $0 5838
Destination			Halifax	Amherst	Amherst			
Mileage (Kms)			197		197			
Total Mileage			$ 115.01	$ -	$ 115.01	$ -	$ -	$ 230.02
Parking	Yes		$ -	$ -	$ -	$ -	$ -	$ -
Tolls	No		$ -	$ -	$ -	$ -	$ -	$ -
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	$ 15.00					$ -	
Lunch	No	$ 20.00					$ -	
Dinner	No	$ 30.00	$ 30.00	$ 30.00			$ -	
Total Meals			$ 30.00	$ 30.00	$ -	$ -	$ -	$ 60.00
Accommodations	Yes		$ -	$ -	$ -	$ -	$ -	$ -
Other	Yes		$ -	$ -	$ -	$ -	$ -	$ -
		Description						

TOTAL EXPENSES PAID BY CLAIMANT	$ 290.02
Less Travel Advance	$ -
TOTAL EXPENSES DUE TO CLAIMANT	$ 290.02 (a)

SAP CODING:

G/L	6030
Cost Center	~~EXEO~~ Legcon
Work Order	1-4091
Vendor Number	103393

19-18691.

EVENT EXPENSES PAID BY TOWN (COPIES OF INVOICES MUST BE ATTACHED):

Description of Event Expenses	Payment Method (Town Credit Card, Town Cheque)	Reference # (Purchse Order #, EE Named on Town Credit Card)	Total Cost (incl HST)
Accomodations	Town Credit Card	Cindy Brown	$ 483.34
Event Registration Fee			
Airfare			
Other _____			

TOTAL EXPENSES PAID BY TOWN $ 483.34 (b)

TOTAL COST OF EVENT: $ 773.36 (a + b)

Signature of Claimant: Kathy Wells

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

Conforms to Expense Reimbursement Policy # 3000-07: Mary Lou Legge

Approved By Signing Authority: (per Expense Reimbursement Policy)

Date: Nov. 13, 2024

Google Maps

Amherst, Nova Scotia to Sutton Place Hotel Halifax, 1700 Grafton St, Halifax, NS B3J 2C4

Drive 197 km, 2 hr 12 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 east on Havelock St toward Ratchford St

240 m

2. Turn right onto Prince Arthur St

160 m

3. Turn left onto Church St/Glooscap Trl/NS-2 S
   Continue to follow Church St/Glooscap Trl

160 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 and NS-102 S to Woodland Ave/NS-118 in Dartmouth

1 hr 45 min (186 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. Keep left to continue on NS-118, follow signs for NS-107/NS-111/Dartmouth/Halifax

14.6 km

Continue on Woodland Ave/NS-118. Take Angus L. Macdonald Bridge and Gottingen St to Prince St in Halifax

15 min (6.9 km)

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

2.1 km

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

270 m

12. Turn right onto Boland Rd

500 m

13. Turn left onto Wyse Rd

350 m

14. Use the right 2 lanes to turn right onto Angus L. Macdonald Bridge

⚠ Toll road

1.7 km

15. Use the left lane to merge onto North St

38 m

16. Use the left 2 lanes to turn slightly left to stay on North St

59 m

17. Turn left at the 1st cross street onto Gottingen St

1.5 km

18. Continue onto Duke St

160 m

19. Turn right onto Argyle St

230 m

20. Turn right onto Prince St

51 m

Sutton Place Hotel Halifax
1700 Grafton St, Halifax, NS B3J 2C4

The Sutton Place Hotels

INFORMATION INVOICE

Sutton Place Hotel Halifax

Town of Amherst
Canada

Wells, Kathy

Print Date	11/6/24
Page No.	1 of 2
Room No.	1002
Arrival	11/03/24
Departure	11/05/24
Conf. No.	403293041
Folio No.	HAL
GST No.	814976585 RT 0001

Company Name: Government - Provincial*

Date	Description	Charges CAD	Credits CAD
11/03/24	Room Charge	170.00	
11/03/24	Room - Halifax DMF	5.10	
11/03/24	Room - HST	26.27	
11/03/24	ECO Fees	2.00	
11/03/24	HST - ECO Fees	0.30	
11/03/24	Valet Parking	33.04	
11/03/24	Parking Tax - HST	4.96	
11/04/24	Room Charge	170.00	
11/04/24	Room - Halifax DMF	5.10	
11/04/24	Room - HST	26.27	
11/04/24	ECO Fees	2.00	
11/04/24	HST - ECO Fees	0.30	
11/04/24	Valet Parking	33.04	
11/04/24	Parking Tax - HST	4.96	
11/05/24	Visa		483.34

Total	483.34		483.34
Balance	0.00	CAD	

Net Amount	406.08	CAD
Room - HST	53.14	CAD
Room - Halifax DMF	10.20	CAD
Parking Tax - HST	13.92	CAD
Total incl. vat	483.34	CAD

I agree to be personally liable should the indicated company or person fail to pay for any part of the total charges.

The Sutton Place Hotels

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Company Name: Government - Provincial*

Guest Signature

Merchant ID		Credit Card #	XXXXXXXXXXXX3884
Transaction ID	9692161	Credit Card Expiry	XX/XX
Approval Code	006586	Capture Method	Manual
Approval Amount	483.34	Transaction Amount	483.34