

| | |
|--|----------|
| ROB SMALL, MAYOR - Travel Claim | |
| NSFM Spring Conference – Truro, NS – April 30 - May 1, 2025 | |
| Travel Claim | \$186.94 |
| Accommodations | \$326.42 |
| Registration | \$603.50 |

**TOWN OF AMHERST
TRAVEL EXPENSE CLAIM**

2025/24

** Fill In Shaded Areas Only

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

CLAIMANT: Mayor Robert Small

DEPARTMENT: Executive Office

DATES: April 30 - May 1, 2025

PURPOSE OF EXPENSE: NSFM Spring Conference



EXPENSES PAID BY CLAIMANT:

| Receipt Required: | Dates | | | | | Total |
|--|-----------|----------|----------|------|------|----------------------|
| | Apr 30/25 | May 1/25 | May 2/25 | | | |
| Transportation | | | | | | |
| Destination | Truro | | Amherst | | | |
| Mileage (Kms) | 107 | | 107 | | | Mileage /Km \$0.5932 |
| Total Mileage | \$ 63.47 | \$ - | \$ 63.47 | \$ - | \$ - | \$ 126.94 |
| Parking Yes | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Tolls No | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Meals - Cost Incl. Taxes & Gratuity | | | | | | |
| Breakfast No | \$ 15.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Lunch No | \$ 20.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Dinner No | \$ 30.00 | \$ 30.00 | \$ - | \$ - | \$ - | \$ - |
| Total Meals | \$ 30.00 | \$ 30.00 | \$ - | \$ - | \$ - | \$ 60.00 |
| Accommodations Yes | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other Yes | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Description | | | | | | |
| TOTAL EXPENSES PAID BY CLAIMANT | | | | | | \$ 186.94 |
| Less Travel Advance | | | | | | \$ - |
| TOTAL EXPENSES DUE TO CLAIMANT | | | | | | \$ 186.94 (a) |

SAP CODING:

G/L: 6030

Cost Center: LEGMAY

Work Order: 1-001

Vendor Number: 102882

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 | Cindy Brown | \$ 326.42 |
| Event Registration Fee | Town Cheque | 4500079950 | 603.50 |
| Airfare | | | |
| Other | | | |
| TOTAL EXPENSES PAID BY TOWN | | | \$ 929.92 (b) |

TOTAL COST OF EVENT: \$ 1,122.11 (a + b)
\$ 1,116.86

Signature of Claimant: [Signature]

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

Conforms to Expense Reimbursement Policy # 3000-07: [Signature]

Approved By Signing Authority: [Signature] Date: May 6, 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
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)
i Continue to follow Church St/Glooscap Trl
350 m
- ↷ 4. Turn right onto Albion St/Glooscap Trl/NS-2 S
i 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 NS-2 S in Lower Truro. Take exit 14 from NS-102 S


57 min (100 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
2.0 km
- ↷ 9. Take exit 14 for Nova Scotia Trunk 2 toward Truro/Bible Hill
450 m


Follow NS-2 S to your destination in Truro


5 min (2.6 km)

- ⤴ 10. Merge onto NS-2 S
140 m

-  11. At the roundabout, take the 1st exit onto Robie St/NS-2 S

 1.5 km
-  12. Turn right onto Juniper St/NS-2 S (signs for Nova Scotia 2 Trunk S/Juniper Street)

 350 m
-  13. Turn left onto Prince St/NS-2 S

 600 m
-  14. Turn left

 14 m

Inn on Prince Hotel & Conference Centre Truro
437 Prince St. Truro. NS B2N 1E6



INFORMATION INVOICE

Rob Small
15 Oceanview Dr
Amherst NS B4H 4M8
Canada

Room No. 315
Arrival 04/30/25
Departure 05/02/25
Confirmation No. 447826452
Folio No. 63406
Cashier No. 58
Custom Ref.
Page No. 1 of 1

Company Name NS Federation of Municipalities
Group Name NS Federation of Municipalities
Guest Name

| Date | Description | Charges | Credits |
|----------------------|--|---------------|---------------|
| 04/30/25 | Deposit Transferred at Check-In Online B4 Deposit | | 326.42 |
| 04/30/25 | Accommodation Charge | 139.00 | |
| 04/30/25 | Marketing Levy | 4.17 | |
| 04/30/25 | HST | 20.04 | |
| 05/01/25 | Accommodation Charge | 139.00 | |
| 05/01/25 | Marketing Levy | 4.17 | |
| 05/01/25 | HST | 20.04 | |
| Total Charges | | 326.42 | |
| Total Credits | | | 326.42 |
| Balance | | | 0.00 |

I have received the goods and / or services in the amount shown here. I agree that my liability for this bill is not waived and agree to be held personally liable if 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 agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Inn on Prince Hotel and Conference Centre Truro | 437 Prince Street | Truro, Nova Scotia B2N 1E6
 Hotel: (902) 895-1651 | Toll Free: (888) 895-1651 | Fax: (902) 893-9455
 Email: reservations@innonprince.com | www.innonprince.com
 HST# 839548757RT0001



Success!

Your registration has been received. **Please consider this your confirmation. You will not receive an automatic confirmation email.** Just before the event you will receive an email including log-in information for the conference mobile app. We will invoice your municipality/company following the event.

Cancellation policy: If you wish to cancel your registration - to receive a full refund you must provide an email to ctavenor@nsfm.ca before April 16th at 4:30 p.m. Cancellations received after this deadline will be subject to the full fee or substitution only.

Registration Summary

| | |
|-----------------|--------------------------|
| Category | NSFM Member Registration |
| Amount Paid | \$0.00 |
| Amount Owing | \$603.75 |
| Registration ID | REGANYQI9FT |

Purchase Summary

Rob Small

rsmall@amherst.ca

Member Delegate Early Bird Registration (Before April 7th, 2025)



Nova Scotia Federation of Municipalities INVOICE

Suite 1304, 1809 Barrington St
 Halifax, Nova Scotia B3J 3K8
 Canada

Invoice No.: 7927
 Date: 06/01/2025
 Ship Date:
 Page: 1
 Re: Order No.

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 | 3 | Member Delegate Early Bird Registration (Before April 7th, 2025) | T | 525.00 | 1,575.00 |
| | 1 | | Member Delegate Regular Registration (April 7th, 2025 or after) | T | 575.00 | |
| | 1 | | Non-Member Delegate Early Bird Registration (Before April 7th, 2025) | T | 575.00 | |
| | 1 | | Non-Member Delegate Regular Registration Fee (April 7th, 2025 and after) | T | 625.00 | |
| | 1 | | Optional Site Tour - TAAC Revitalization Project | T | 25.00 | |
| | 1 | 3 | Carbon Offset Fee Rob Small Charlie Chambers Terry McManaman | E | 5.00 | 15.00 |
| | | | E - HST exempt T - HST 14% HST | | | 220.50 |
| Nova Scotia Federation of Municipalities HST: #108150616 | | | | | | |
| Shipped By: Tracking Number: | | | | | Total Amount | 1,810.50 |
| Comment: | | | | | Amount Paid | 0.00 |
| Sold By: | | | | | Amount Owning | 1,810.50 |