

JASON MACDONALD, CAO - Travel Claim	
APA Pension Plan meeting – Dartmouth – September 29, 2023	
Travel Claim	\$288.88
Minus mileage paid by APA	-\$199.20
Accommodations	\$174.78
Registration	

TOWN OF AMHERST TRAVEL EXPENSE CLAIM



** Fill in Shaded Areas Only

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

CLAIMANT: Jason MacDonald, CAO
 DEPARTMENT: Executive Office
 DATES: September 28-29, 2023
 PURPOSE OF EXPENSE: APA Pension Plan Meeting

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.5770	Total
		28-Sep-23	29-Sep-23					
Transportation								
Destination		Dartmouth	Amherst					
Mileage (Kms)		194	194					
Total Mileage		\$ 111.94	\$ 111.94	\$ -	\$ -	\$ -	\$ 223.88	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl Taxes & Gratuity								
Breakfast	No	\$ 15.00	\$ 15.00					
Lunch	No	\$ 20.00	\$ 20.00					
Dinner	No	\$ 30.00	\$ 30.00					
Total Meals		\$ 30.00	\$ 35.00	\$ -	\$ -	\$ -	\$ 65.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes							\$ -
Description		APA mileage reimbursement cheque						
TOTAL EXPENSES PAID BY CLAIMANT							\$ 288.88	
Less Travel Advance							\$ 199.20	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 89.68 (a)	

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

19-18258

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	\$ 174.78
Event Registration Fee			
Airfare			
Other			

TOTAL EXPENSES PAID BY TOWN \$ 174.78 (b)

TOTAL COST OF EVENT: \$ 264.46 (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: Mapon Lopez

Approved By Signing Authority:

Date: Oct 3/23



Amherst, Nova Scotia to 15 Spectacle Lake Dr,
Dartmouth, NS B3B 1W8

Drive 194 km, 1 hr 52 min

Amherst
Nova Scotia

This route has tolls.

Get on Trans-Canada Hwy/NS-104 E

- 5 min (3.6 km)
- ↑ 1. Head west on Havelock St toward Victoria St E/NS-6 E
 - ↶ 2. Turn left onto Glooscap Trail/Victoria St E/NS-2 S/NS-6 W
4 m
 Continue to follow NS-6 W
 - ↗ 3. Turn left to merge onto Trans-Canada Hwy/NS-104 E toward Springhill/Truro/Halifax
2.9 km
650 m

Follow Trans-Canada Hwy/NS-104 E and NS-102 S to Commodore Dr in Burnside, Dartmouth. Take exit 12 from NS-118

- 1 hr 45 min (189 km)
- ↗ 4. Merge onto Trans-Canada Hwy/NS-104 E
 Toll road
100 km
 - ↘ 5. Take exit 15 for NS-102 toward Halifax/Truro
850 m
 - ↗ 6. Continue onto NS-102 S
74.1 km
 - ↶ 7. Keep left at the fork to continue on NS-118, follow signs for NS-107/NS-111/Dartmouth/Halifax
12.1 km
 - ↘ 8. Take exit 12 for NS-111 N toward Halifax/Mackay Bridge
1.3 km
 - ↘ 9. Keep right, follow signs for Commodore Drive
350 m

Continue on Commodore Dr to your destination

- 3 min (1.8 km)
- ↑ 10. Continue onto Commodore Dr
120 m
 - ↑ 11. Continue straight to stay on Commodore Dr
1.2 km

Dartmouth Hotel & Suites

15 Spectacle Lake Dr
 Dartmouth, NS B3B 1X7



(902) 463-2000
 reservations@bestwesterndartmouth.com
 www.bestwestern.com

09/29/2023 08:15 AM

Loyalty Club: 6006636831092517

BLUE

Room # 327-A

Conf # 405734

Arrival 09/28/23

Departure 09/29/23

Registered To:

Macdonald, Jason
 40 Clifford St
 Amherst, NS B4H 2G4

Room Type QQEX-2 QUEENS

Guests 1 / 0

Payment Visa/Master

Acct XXXX-XXXX-XXXX-1121

(902) 664-8667

Posting Date	Oper	AcctCode	Description	From	Reference	Amount
09/28/23	Jordan	RC	ROOM CHRG REVENUE			\$149.00
09/28/23	Jordan	9	HRM MARKETING LEVY			\$2.98
09/28/23	Jordan	91	HST			\$22.35
09/28/23	Jordan	93	HRM MARKETING LEVY HST			\$0.45
09/29/23	SRice	VS	PAYMENT VISA		1121 - 069430	(\$174.78)
			TC: 9604E4F38B2920B3	TVR: 0080008000	AID: A0000000031010	
Balance Due						\$0.00

The undersigned agrees to pay the amount indicated on the balance due portion of this invoice. If the charges are to be billed to a third party, the undersigned agrees to be liable for payment of the charges in the event that the indicated third party fails to pay for any part or the full amount of such charges.

Each Best Western® branded hotel is independently owned and operated.

GST# 8503 24781 RT0001

 Signature