

JASON MACDONALD, CAO - Travel Claim	
EMO Workshop - Truro – October 24, 2023	
Travel Claim	\$172.32
Accommodations	
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: 30-Oct-23
 PURPOSE OF EXPENSE: River Phillip Foundation meeting

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates				Mileage /Km	Total
		30-Oct-23	30-Oct-23				
Transportation							
Destination		Oxford	Amherst				
Mileage (Kms)		36	36			\$0.5770	
Total Mileage		\$ 20.77	\$ 20.77	\$ -	\$ -		\$ 41.54
Parking	Yes	\$ -	\$ -	\$ -	\$ -		\$ -
Tolls	No	\$ -	\$ -	\$ -	\$ -		\$ -
Meals - Cost Incl. Taxes & Gratuity							
Breakfast	No	\$ 15.00					
Lunch	No	\$ 20.00					
Dinner	No	\$ 30.00					
Total Meals		\$ -	\$ -	\$ -	\$ -		\$ -
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -		\$ -
Other	Yes		\$ -	\$ -	\$ -		\$ -
		Description					
TOTAL EXPENSES PAID BY CLAIMANT							\$ 41.54
Less Travel Advance							\$ -
TOTAL EXPENSES DUE TO CLAIMANT							\$ 41.54 (a)

SAP CODING:
 G/L 6030
 Cost Center EXEC
 Work Order 1-2944
 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			
Event Registration Fee			
Airfare			
Other			
TOTAL EXPENSES PAID BY TOWN			\$ - (b)

TOTAL COST OF EVENT: \$ 41.54 (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:

Approved By Signing Authority: Date: Nov 8, 2023
 (per Expense Reimbursement Policy)



Amherst, Nova Scotia to Oxford Frozen Foods, 4959
Main St, Oxford, NS B0M 1P0

Drive 36.0 km, 27 min

Amherst
Nova Scotia

**Get on Trans-Canada Hwy/NS-104 E in Nappan from
Glooscap Trail**

- 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 Trail/Victoria St E/NS-2
S/NS-6 W
 - 130 m
 - ↶ 3. Turn left onto Church St/Glooscap Trail/NS-2 S
(signs for Nova Scotia Trunk 2)
i Continue to follow Church St/Glooscap Trail
 - 350 m
 - ↷ 4. Turn right onto Albion St/Glooscap Trail/NS-2 S
i Continue to follow Glooscap Trail/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 Main St/Hwy 321
N/NS-321 N in Oxford. Take exit 6 from Trans-Canada
Hwy/NS-104 E**

- 17 min (30.7 km)
- ⤴ 6. Merge onto Trans-Canada Hwy/NS-104 E
 - 30.4 km
 - ↷ 7. Take exit 6 for NS-321 N toward NS-
204/Oxford/Pugwash
 - 350 m

**Continue on Main St/Hwy 321 N/NS-321 N. Drive to
Industrial Park Rd**

- 2 min (1.5 km)
- ↶ 8. Turn left onto Main St/Hwy 321 N/NS-321 N
 - 1.3 km
 - ↶ 9. Turn left onto Industrial Park Rd
⚠ Restricted usage road
 - 160 m