COUNCILLOR TERRY RHINDRESS - Travel Claim	
Zoom Conference Call Long Distance Charges – July 10- July 29, 2020	
Travel Claim	$115.30
Accommodations	
Registration	

TOWN OF AMHERST
TRAVEL EXPENSE CLAIM

** Fill in Shaded Areas Only

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

CLAIMANT: Councillor Terry Rhindress

DEPARTMENT: Executive Office

DATES: July 10 - July 29, 2020

PURPOSE OF EXPENSE: Long distance charges relating to Zoom usage

EXPENSES PAID BY CLAIMANT:

	Receipt Required:		Dates: July 29/20					Total
Transportation								
Destination							Mileage /Km	
Mileage (Kms)							$0.4585	
Total Mileage			$ -	$ -	$ -	$ -	$ -	$ -
Parking	Yes			$ -	$ -	$ -	$ -	$ -
Tolls	No				$ -	$ -	$ -	$ -
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	$ 12.00	$ -	$ -	$ -	$ -	$ -	
Lunch	No	$ 17.00	$ -	$ -	$ -	$ -	$ -	
Dinner	No	$ 26.00	$ -	$ -	$ -	$ -	$ -	
Total Meals			$ -	$ -	$ -	$ -	$ -	$ -
Accommodations	Yes		$ -	$ -	$ -	$ -	$ -	$ -
Other	Yes		$ 115.30	$ -	$ -	$ -	$ -	$ 115.30
		Description	Long distance charges					

TOTAL EXPENSES PAID BY CLAIMANT $ -

Less Travel Advance $ -

TOTAL EXPENSES DUE TO CLAIMANT $ - (a)

SAP CODING:

G/L	6114
Cost Center	LEGCON
Work Order	1-0018
Vendor Number	101253

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			
Event Registration Fee			
Airfare			
Other _____			

TOTAL EXPENSES PAID BY TOWN $ - (b)

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

Signature of Claimant: Terry Rhindress

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

Conforms to Expense Reimbursement Policy # 3000-07:

Approved By: MD

Date: Aug 20/20

COPY

REQUEST FOR CHEQUE

***Thursday File Cheque Requests must be received by Wednesday at 4:30 p.m. ***

Attention: Marie MacDonald, Accounts Payable

Date: August 24, 2020

Please make cheque payable to:
Terry Rhindress

Reason for request:
Long Distance charges reimbursement – related to Zoom usage

As per CAO

Subtotal: $115.30
HST: $ 17.29

Total: $132.59

G/L: 6114
Cost Center: LEGCON
Work Order: 1-0018

Vendor #101253
PR# 10071423
PO# 4500068324
GR# 5000074294

Requested By: Emily Wainwright

Approved By: _____

Bell Aliant

TERRY RHINDRESS

Account number 2666249 4
Bill date August 06, 2020

--> Long distance and usage --> Usage details for 902 661-8564 --> Long distance calls

Usage details for 902 661-8564

Long distance calls

	Date and time called		Number and place called from	Number and place called	Minutes	Description (see details above)	Tax	Charge before tax ($)
✓	Jul 10	11:49 am	902 661-8564	587 328-1099 Calgary, AB	1		HST	2.49
✓2	Jul 10	11:51 am	902 661-8564	587 328-1099 Calgary, AB	20		HST	20.69
✓3	Jul 23	6:51 pm	902 661-8564	587 328-1099 Calgary, AB	45		HST	44.69
✓4	Jul 23	6:47 pm	902 661-8564	408 638-0968 Snjs West, CA	1		HST	2.54
✓5	Jul 23	6:48 pm	902 661-8564	408 638-0968 Snjs West, CA	1		HST	2.54
✓6	Jul 23	6:51 pm	902 661-8564	408 638-0968 Snjs West, CA	1		HST	2.54
✓7	Jul 23	6:52 pm	902 661-8564	408 638-0968 Snjs West, CA	15		HST	17.24
✓8	Jul 23	6:50 pm	902 661-8564	778 907-2071 Vancouver, BC	22		HST	22.61
Total					106			$115.30

All calls have been verified by the Clerk to have been related to "Zoom" meetings held by date and specific phone number.

Councillor Rhindress has been advised to use his Town of Amherst cell phone for these calls in the future as all Town phones include Canada wide LT plans.

Given that all calls are in Town business, It is reasonable and just to reimburse Councillor Rhindress for them.

2020 08 19