

**GREG HERRETT, CAO – TRAVEL CLAIM SUMMARY**

<b>GREG HERRETT, CAO – TRAVEL CLAIM SUMMARY</b>	
CAMA Conference - May 27-30, 2019 – Quebec City	
Travel Claim	128.94
Airfare (includes baggage fees 2 x \$34.50)	630.38
Accommodations	660.48
Registration	954.50
Taxis – Airport to Hotel, Hotel to Airport	80.47

**TOWN OF AMHERST  
TRAVEL EXPENSE CLAIM**

Fill in Shaded Areas Only  
Claim, please circle:

Travel Expense or Travel Advance



CLAIMANT: Greg Herrett  
 DEPARTMENT: CAO's Office  
 DATES: May 27 - 20, 2019  
 PURPOSE OF EXPENSE: Canadian Association of Municipal Administrators (CAMA) Conference

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates				Total	Mileage /Km \$0.4585
		May 27/19	May 28/19	May 29/19	May 30/19		
<b>Transportation</b>		Moncton		Amherst			
Destination		56.8		56.8			
Mileage (Kms)		\$ 26.04	\$ -	\$ -	\$ 26.04	\$ -	\$ 52.09
Total Mileage							
Parking	Yes	\$ -	\$ -	\$ -	\$ 56.00	\$ -	\$ 56.00
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>							
Breakfast	No	\$ 12.00	\$ -	\$ -	\$ 12.00	\$ -	
Lunch	No	\$ 17.00	\$ 17.00	\$ -	\$ 17.00	\$ -	
Dinner	No	\$ 26.00	\$ 26.00	\$ -	\$ -	\$ -	
Total Meals		\$ 43.00	\$ 26.00	\$ -	\$ 29.00	\$ -	\$ 98.00
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Description							
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							\$ 206.09
Less Travel Advance		Less - EE reimbursement for Airfare seat selection					\$ 77.15
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							\$ 128.94 (a)
<b>SAP CODING:</b>							
G/L		6030					
Cost Center		EXEC					
Work Order		1-0034					
Vendor Number		101056					

**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	Greg Herrett	\$ 660.48
Event Registration Fee	Town Credit Card	Greg Herrett	\$ 954.50
Airfare	Town Credit Card	Greg Herrett	\$ 638.53
Other ___ Baggage Fee - May 27 ___	Town Credit Card	Greg Herrett	\$ 34.50
Other ___ Baggage Fee - May 30 ___	Town Credit Card	Greg Herrett	\$ 34.50
Other - Taxi Airport to Hotel May 27 ___	Town Credit Card	Greg Herrett	\$ 40.10
Other - Taxi Airport to Hotel May 30 ___	Town Credit Card	Greg Herrett	\$ 40.37

19-16279

**TOTAL EXPENSES PAID BY TOWN** \$ 2,402.98 (b)

**TOTAL COST OF EVENT:** \$ 2,531.92 (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:   
 Date: \_\_\_\_\_

Victoria St E

Nova Scotia

Get on Trans-Canada Hwy/NS-104 W in Nappan

- 4 min (3.7 km)
- ↑ 1. Head southwest on Victoria St E/NS-6 W toward Willow St
- 1.0 km
- ↻ 2. Turn right onto Glooscap Trail/Laplanche St/Nova Scotia Trunk 2 N  
i Continue to follow Glooscap Trail/Nova Scotia Trunk 2 N
- 1.9 km
- ⤴ 3. Take the NS-104 W/Trans Canada Highway ramp to New Brunswick
- 800 m

Follow Trans-Canada Hwy to NB-132 W in Moncton. Take exit 474A from Trans-Canada Hwy/NB-2 W

- 25 min (43.9 km)
- ⤴ 4. Merge onto Trans-Canada Hwy/NS-104 W
- 2.2 km
- ↑ 5. Continue onto Trans-Canada Hwy/NB-2 W  
i Entering New Brunswick
- 41.2 km
- ↻ 6. Take exit 474A for NB-132 S toward Dieppe
- 500 m

Continue on NB-132 W to your destination in Dieppe

- 8 min (9.2 km)
- ↻ 7. Turn right onto NB-132 W
- 7.6 km
- ↻ 8. Turn right onto Aviation Ave
- 1.5 km
- ↻ 9. Turn right
- 54 m

Greater Moncton Roméo LeBlanc International Airport

777 Aviation Ave #12, Dieppe, NB E1A 7Z5

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



Subject: FW: REGISTRATION: 2018 Annual National Conference - May 28 - 30, 2018

From: [registrations@civicinfo.bc.ca](mailto:registrations@civicinfo.bc.ca) <[registrations@civicinfo.bc.ca](mailto:registrations@civicinfo.bc.ca)>  
Sent: April 4, 2018 4:47 PM  
To: Greg Herrett <[GHerrett@amherst.ca](mailto:GHerrett@amherst.ca)>  
Cc: [registrations@civicinfo.bc.ca](mailto:registrations@civicinfo.bc.ca)  
Subject: REGISTRATION: 2018 Annual National Conference - May 28 - 30, 2018



Thank you for registering for

**2018 Annual National Conference - May 28 - 30, 2018.**

This is an automated response, detailing the information we have received from you. You do not need to reply to this email.

If paying by cheque, please send cheque with a copy of this confirmation payable to **CAMA**  
Mail to: **Ms. Jennifer Goodine**  
**CAMA National Office**  
**PO Box 128, Station A**  
**Fredericton, NB**  
**E3B 4Y2.**

To review your registration status [Click Here](#)

**Contact**  
Jennifer Goodine  
866-771-2262  
[admin@camacam.ca](mailto:admin@camacam.ca)

**When**  
May 28 - 30, 2018

**Where**  
Fredericton Convention Centre  
670 Queen Street  
Fredericton, NB  
[View map](#)

**Share**  
 [Share this event on Facebook](#)  
 [Tweet that you are attending](#)

**Remember**  
 [Save to Outlook Calendar](#)

Registration Type:  
Delegate Type:  
First Name:  
Last Name:  
First Name for Nametag:  
Organization:  
Position / Title:  
Mailing Address:  
City:  
Province:  
Postal Code:  
Phone:  
Email:  
Secondary Email:  
Dietary Needs:  
Do you have mobility issues:  
First CAMA Conference:  
Require Translations:  
Permission to share email:  
**Pre-Conference - Sunday May 27th, 2018**  
CNAM/CAMA Infrastructure Asset Awareness  
Workshop (\$95.00 + Tax):  
**Pre-Conference - Monday May 28th, 2018**  
Pre Conference Selected:  
Nature Cruise (Optional) (\$50 + HST):  
Tour of Kingsbrae Gardens (Optional)(\$15 + HST):

**Delegate**  
**Member**  
**GREG**  
**HERRETT**  
**Greg**  
**Town of Amherst**  
**CAO**  
**98 Victoria Street, PO Box 516**  
**Amherst**  
**NS**  
**B4H 4A1**  
**902-667-6513**  
[gherrett@amherst.ca](mailto:gherrett@amherst.ca)  
[nleblanc@amherst.ca](mailto:nleblanc@amherst.ca)  
**None**  
**NO**  
**NO**  
**NO**  
**YES**



Microbrewery Tour and Tastings (\$80.00 + HST): **YES**

### Study Tours, Wednesday May 30th 2018

Tour Selected:

**Lean Six Sigma Tour (\$25.00 + HST)**

### Refund Policy

Agree to Refund Policy:

**YES**

### Payment Information

Sub Total:

**\$830.00**

15% HST #122935695 RT0001:

**\$124.50**

Total:

**\$954.50**

Date Registered:

**2018-04-04 12:46:53**

[Click here to Review Payment Status or Pay with your Credit Card](#)

To request a refund for this event, or to request changes to your registration details, [click here](#).

PLEASE NOTE THAT IF YOU PAY ON-LINE, THE CHARGE WILL APPEAR ON YOUR STATEMENT AS BEING FROM **CIVICINFO-CAMA-Delegate**.



  
**DELTA**  
 HOTELS  
 MARRIOTT  
 QUÉBEC

690, boul. Rene-Levesque East, Quebec, Quebec, G1R 5A8  
 Telephone: 418-647-1717 Fax: 418-647-2146

Canadian Association Of Municipal Ad  
 Greg Herrett  
 98 Victoria Street  
 PO Box 516  
 Amherst NS B4H4A1  
 Canada

Room: 0346  
 Folio:  
 Cashier: 12  
 Arrival: 27/05/19  
 Departure: 30/05/19

Group: CAMA

Date	Description	Additional Information	Charges	Credits
27/05/19	Groupe Association / Association Group		185.00	
27/05/19	TPS - Chambre/ Rooms-GST		9.57	
27/05/19	TVQ - Chambre / Rooms - PST		19.11	
27/05/19	Taxe d'Hebergement / Housing Tax		6.48	
28/05/19	Groupe Association / Association Group		185.00	
28/05/19	TPS - Chambre/ Rooms-GST		9.57	
28/05/19	TVQ - Chambre / Rooms - PST		19.11	
28/05/19	Taxe d'Hebergement / Housing Tax		6.48	
29/05/19	Groupe Association / Association Group		185.00	
29/05/19	TPS - Chambre/ Rooms-GST		9.57	
29/05/19	TVQ - Chambre / Rooms - PST		19.11	
29/05/19	Taxe d'Hebergement / Housing Tax		6.48	
29/05/19	Visa			660.48

**GST Summary**

Registration No: 769979287  
 Room 28.71  
 F&B 0.00  
 Other 19.44  
**Total 48.15**

**PST Summary**

Registration No: 1225323000  
 Room 57.33  
 F&B 0.00  
 Other 0.00  
**Total 57.33**

<b>Total</b>	660.48	660.48
<b>Balance Due</b>	0.00	CDN

Guest Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



# Purchase summary

<b>Visa</b> *****1253 Amount paid: \$638.53	1 adult
<b>Tax information</b> GST no. 1000045172 RT0001 53.49 GST no. 10005-0297 RT0001 31.75 GST/HST no. 10009-0297 RT0001 \$78.04	
Ease Fare - Depart - Economy - Standard	197.00
Base Fare - Return - Economy - Standard	198.00
Surcharges	24.00
Quebec Sales Tax - Canada no. 1000045172 RT0001	3.45
Goods and Service Tax - Canada no. 100092287 RT0001	1.75
Harmonized Sales Tax - Canada (GST/HST #10009-0297 RT0001)	69.94
Air Traveller Security Charge - Canada	14.25
Airport Improvement Fee - Canada	62.00
<b>Total airfare and taxes before options</b>	<b>\$551.40</b>
<b>Greg Hermit</b>	
AC989* 1A - Preferred Seat (Window)	30.00
AC8748 1F - Preferred Seat (Window)	15.00
AC7522 12F - Preferred Seat (Window)	29.00
Harmonized Sales Tax - Canada (GST/HST #10009-0297 RT0001)	11.10
<b>Total with options and seat selection fee</b>	<b>\$638.53</b>
<b>GRAND TOTAL (Canadian dollars)</b>	<b>\$638.53</b>

74.00  
15.00  
29.00  
11.10  
74.00  
638.53

## Check-in and boarding gate deadlines

Within Canada

90 minutes

### Recommended check-in time

You should arrive in the airport at the times indicated at left. This will ensure you have plenty of time to check in, drop off your checked bags, and pass through security.

45 minutes

### Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass, and deposited all checked bags at the baggage drop-off counter before the end of the check-in period for your flight.

15 minutes

### Boarding gate deadline

You must be present at the boarding gate before departure.

1 From Toronto City Airport (YTZ) - Check-in and baggage drop-off deadline: 20 minutes

74.00  
638.53  
= 77.15 (AFTER RECOVERABLE TAX)  
TO BE DEDUCTED/REIMBURSED IN LEAVE.  
K. Hermit

**Greg Herrett**

---

**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** May 26, 2019 9:16 PM  
**To:** Greg Herrett  
**Subject:** Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2019-05-27

Passenger: GREG HERRETT  
Departure city: MONCTON YQM  
Destination city: QUEBEC YQB

**Fee Breakdown:**

Excess baggage fee (1 piece): 30.00 CAD

HST/TVH: 4.50 CAD

Total CAD: 34.50 CAD

Form of payment used: Visa XXXXXXXXXXXXX1253

Please Note: This fee is non refundable.

RC - HARMONIZED SALES TAX -CANADA NO. 100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!  
Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <https://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:  
<https://mymessages.aircanada.com/en/BWIZxtxiDBSkFmVVij3C7g>

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Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

## Greg Herrett

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**From:** Air Canada <confirmation@aircanada.ca>  
**Sent:** May 29, 2019 5:11 PM  
**To:** Greg Herrett  
**Subject:** Air Canada - Receipt - Baggage Fee

Your fees have been successfully collected.

Departure Date: 2019-05-30

Passenger: GREG HERRETT  
Departure city: QUEBEC YQB  
Destination city: MONCTON YQM

**Fee Breakdown:**

Excess baggage fee (1 piece): 30.00 CAD

HST/TVH: 4.50 CAD

Total CAD: 34.50 CAD

Form of payment used: Visa XXXXXXXXXXXX1253

Please Note: This fee is non refundable.

RC - HARMONIZED SALES TAX -CANADA NO. 100092287 RT0001

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<https://mymessages.aircanada.com/en/BWIZxtxiDBSkFmVVij3C7g>

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Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

TAXIS COOP QUEBEC  
/ ABID DAUTOVIC  
496 2E AVE  
QUEBEC QC G1L 3B1  
TEL (418) 525-4953

TAXIS COOP QUEBEC /  
TAXIS # 214  
496 2E AVE  
QUEBEC QC G1L 3B1  
(418) 525-4953

TERM ID: A7758906  
EMPLOYEE ID: 1

BATCH#: 005  
SHIFT#: 000

**SALE**

WELCOME TO YQM  
BIENVENUE A L'YQM  
PLEASE KEEP THIS TICKET  
VEUILLEZ GARDER CE BILLET

**Sale**  
INV#: 000000018  
VISA  
SEQ#: 005001001018  
Application Label: Visa Credit  
AID: A0000000031010  
TVR: 00 80 00 80 00  
TSI: 78 00  
\*\*\*\*\*1253

MND: 7761490  
REF#: 00000007  
Batch #: 093 SEQ: 093001001007  
05/27/19 18:10:43  
APPR CODE: 087703  
VISA  
\*\*\*\*\*1253C

Entered/Arrivee:  
2019/05/27 11:56

Ticket/Billet#: 113320705  
Dur/Duree: 73:58:10  
Paid On/Paye Le:  
2019/05/30 13:47

Amount: \$ 35.10  
Tip: \$ 5.27

AMOUNT \$35.10  
TIP \$5.00  
TOTAL \$40.10

Paid/Paye: \$ 56.00  
Original Fee: \$ 56.00  
GST: \$ 7.31  
PST: \$ 0.00

Total: CAD\$ 40.37

00 - APPROVED - 001

Change: \$ 0.00  
VISA  
SC: \$ 0.00

APPROVED 013144  
001/00

SIGNATURE NOT REQUIRED

30-May-19 05:00:56

CUSTOMER COPY  
MERCI!

Visa Credit  
AID: A0000000031010  
TVR: 00 80 00 80 00  
TSE: FB 00

Merchant ID:  
\*\*\*\*\*1229 C  
VISA  
Seq 848001001016 POFWPC2  
Purchase 19/05/30 13:47:28  
Auth 018501  
00000000031010  
0000000000 EB00  
APPROVED 001/00

CARDHOLDER ACKNOWLEDGES RECEIPT  
OF GOODS AND/OR SERVICES IN THE  
AMOUNT OF THE TOTAL SHOWN ABOVE

MERCHANT COPY

