

JASON MACDONALD, CAO – TRAVEL CLAIM SUMMARY	
AMA Fall Conference – Dartmouth – October 5-7, 2021	
Travel Claim	\$256.20
Accommodations	\$404.70
Registration	\$552.00

TOWN OF AMHERST TRAVEL EXPENSE CLAIM



** Fill in Shaded Areas Only
Type of Claim, please circle:

Travel Expense or Travel Advance

CLAIMANT: Jason MacDonald
 DEPARTMENT: Executive Office
 DATES: October 5 - 7, 2021
 PURPOSE OF EXPENSE: AMA Fall Conference

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.4670	Total
		05-Oct-21	06-Oct-21	07-Oct-21				
Transportation								
Destination		Dartmouth		Amherst				
Mileage (Kms)		194		194				
Total Mileage		\$ 90.60	\$ -	\$ 90.60	\$ -	\$ -	\$ 181.20	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ 4.00	\$ -	\$ 4.00	\$ -	\$ -	\$ 8.00	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 12.00	\$ -	\$ 12.00	\$ 12.00	\$ -	\$ -	
Lunch	No	\$ 17.00	\$ 17.00	\$ -	\$ -	\$ -	\$ -	
Dinner	No	\$ 26.00	\$ 26.00	\$ -	\$ -	\$ -	\$ -	
Total Meals		\$ 43.00	\$ 12.00	\$ 12.00	\$ -	\$ -	\$ 67.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Description								
TOTAL EXPENSES PAID BY CLAIMANT							\$ 256.20	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 256.20 (a)	

SAP CODING:

G/L: 6030
 Cost Center: EXEC
 Work Order: 1000003668
 Vendor Number: 101161

19-17343

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	Natalie LeBlanc	\$ 404.70
Event Registration Fee	Town Credit Card	Kimberlee Jones	\$ 552.00
Airfare			
Other			
TOTAL EXPENSES PAID BY TOWN			\$ 956.70 (b)

TOTAL COST OF EVENT:

\$ 1,212.90 (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:

MJD

Approved By:

Date: Oct 14/21

Jason MacDonald



DOUBLETREE HALIFAX-DARTMOUTH
101 WYSE RD
DARTMOUTH, NS B3A 1L9
Canada
TELEPHONE 902-463-1100 • FAX 902-464-1227
Reservations
www.hilton.com or 1 800 HILTONS

Leblanc, Natalie

98 E VICTORIA ST

AMHERST NS B4H1X6
CANADA

Room No: 301/NQRI
Arrival Date: 10/5/2021 3:43:00 PM
Departure Date: 10/8/2021 1:29:00 PM
Adult/Child: 2/0
Cashier ID: MIGA
Room Rate: 115.00
AL:
HH #: 1407634706 BLUE
VAT #: 80880 8521 RT0001
Folio No/Che: 166093 A

Confirmation Number: 92338766

DOUBLETREE HALIFAX-DARTMOUTH 10/8/2021 1:28:00 PM

DATE	REF NO	DESCRIPTION	CHARGES
10/5/2021	697315	GUEST ROOM	\$115.00
10/5/2021	697315	HST - ROOM	\$17.25
10/5/2021	697315	HRM MARKETING LEVY	\$2.30
10/5/2021	697315	HST - MISC	\$0.35
10/6/2021	697905	GUEST ROOM	\$115.00
10/6/2021	697905	HST - ROOM	\$17.25
10/6/2021	697905	HRM MARKETING LEVY	\$2.30
10/6/2021	697905	HST - MISC	\$0.35
10/7/2021	698483	GUEST ROOM	\$115.00
10/7/2021	698483	HST - ROOM	\$17.25
10/7/2021	698483	HRM MARKETING LEVY	\$2.30
10/7/2021	698483	HST - MISC	\$0.35
10/8/2021	698900	VS *3552	(\$404.70)
BALANCE			50.00

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

TAX ID# 80880-8521 RT0001

CREDIT CARD DETAIL

APPR CODE	037622	MERCHANT ID	000100682400
CARD NUMBER	VS *3552	EXP DATE	03/22
TRANSACTION ID	698900	TRANS TYPE	Sale

Michael Hunter

6032 GENADMIN 1-3584

From: E-xact Transactions Customer Support <noreply@hostedcheckout.com>
Sent: August 17, 2021 3:38 PM
To: Michael Hunter
Subject: Transaction Receipt

This is the receipt for your purchase at CivicInfo Registration Services.

Order Information

Quantity	Item	Unit		Price
1	Fall Conference 2021 -October 5 - 8, 2021	552.00	CAD	552.00
		Total	CAD	552.00

This order is now complete. Transaction approved!

Here is your receipt:

===== TRANSACTION RECORD =====

CivicInfo BC
203-4475 Viewmont Avenue
Victoria, BC V8Z 6L8
Canada
www.civicinfo.bc.ca

TYPE: Purchase

ACCT: Visa \$ 552.00 CAD

CARD NUMBER : #####4007
DATE/TIME : 17 Aug 21 11:38:10
REFERENCE # : 001 220136 M
AUTHOR. # : 085475
TRANS. REF. : AMANS-FALL-21

Approved - Thank You 000

Please retain this copy for your records.

Cardholder will pay above amount to card issuer pursuant to cardholder agreement.

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Google Maps

98 Victoria St E, Amherst, NS B4H 1X6 to
DoubleTree by Hilton Halifax Dartmouth

Drive 194 km, 1 hr 59 min

98 Victoria St E

Amherst NS B4H 1X6

Get on Trans-Canada Hwy/NS-104 E in Nappan from Nova
Scotia Trunk 2 S

8 min (4.1 km)

1. Head south on Glooscap Trail/Victoria St E/Nova Scotia Trunk 2 S/NS-6 W
96 m
2. Turn left onto Nova Scotia Trunk 2 S
350 m
3. Turn right onto Glooscap Trail/Nova Scotia Trunk 2 S
3.0 km
4. Turn left onto the TC/NS-104 E ramp to Springhill/Truro/Halifax
550 m

Follow Trans-Canada Hwy/NS-104 E and NS-102 S to
Woodland Ave/NS-118 in Dartmouth

1 hr 49 min (186 km)

5. Merge onto Trans-Canada Hwy/NS-104 E
Toll road
96.1 km
6. Use the right lane to take exit 15 for NS-102 toward Halifax/Truro
1.3 km
7. Continue onto NS-102 S
74.1 km
8. Keep left at the fork to continue on NS-118, follow signs for NS-107/NS-111/Dartmouth/Halifax
14.6 km

Continue on Woodland Ave/NS-118 to your destination

6 min (3.4 km)

9. Keep left to continue on Woodland Ave/NS-118, follow signs for MacDonald Brg/Downtown/Dartmouth
2.1 km
10. Turn left onto Victoria Rd/Victoria Rd Ext/NS-322 S
270 m