

JASON MACDONALD, CAO – TRAVEL CLAIM SUMMARY	
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Meeting with Mayor and CAOs – Springhill – September 2, 2021	
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Travel Claim	\$24.19
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Accommodations	
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Registration	
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TOWN OF AMHERST TRAVEL EXPENSE CLAIM



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

Travel Expense or Travel Advance

CLAIMANT: Jason MacDonald
 DEPARTMENT: Executive Office
 DATES: 02-Sep-21
 PURPOSE OF EXPENSE: Mayors / CAOs meeting - Springhill

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.4670	Total	
		02-Sep-21	02-Sep-21						
Transportation									
Destination		Springhill	Amherst						
Mileage (Kms)		25.9	25.9						
Total Mileage		\$ 12.10	\$ 12.10	\$ -	\$ -	\$ -	\$ -	\$ 24.19	
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Description							
TOTAL EXPENSES PAID BY CLAIMANT								\$ 24.19	
Less Travel Advance								\$ -	
TOTAL EXPENSES DUE TO CLAIMANT								\$ 24.19 (a)	

SAP CODING:

G/L: 6030
 Cost Center: EXEC
 Work Order: 1000002944
 Vendor Number: 101161

1800017372

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: \$ 24.19 (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: Nov 8/21



98 Victoria St E, Amherst, NS B4H 1X6 to Springhill Service Centre

Drive 25.9 km, 23 min

98 Victoria St E

Amherst, NS B4H 1X6

- ↑ 1. Head south on Glooscap Trail/Victoria St E/Nova Scotia Trunk 2 S/NS-6 W 95 m
 - ↶ 2. Turn left onto Nova Scotia Trunk 2 S 350 m
 - ↷ 3. Turn right onto Glooscap Trail/Nova Scotia Trunk 2 S 25.6 km
- i Destination will be on the left

Springhill Service Centre

403 Main St, Springhill, NS B0M 1X0

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.