

JASON MACDONALD, CAO – TRAVEL CLAIM SUMMARY	
Meet with Developer – Dartmouth – May 7, 2022	
Travel Claim	\$197.36
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

DEPARTMENT: Executive Office

DATES: 10-May-22

PURPOSE OF EXPENSE: Meet with Developer

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.5113	Total
		07-May-22	07-May-22					
Transportation								
Destination		Dartmouth	Amherst					
Mileage (Kms)		193	193					
Total Mileage		\$ 98.68	\$ 98.68	\$ -	\$ -	\$ -	\$ 197.36	
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							\$ 197.36	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 197.36 (a)	

SAP CODING:

G/L 6030
 Cost Center EXEC
 Work Order 1-2944
 Vendor Number 101161

19-17585

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:

\$ 197.36 (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: May 12/22



Amherst, Nova Scotia to Dartmouth, Nova Scotia

Drive 193 km, 1 hr 54 min

Amherst
Nova Scotia

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

- 4 min (2.9 km)
- ↑ 1. Head south on Anson Ave toward Chandler Rd
 - 600 m
 - ↑ 2. Continue onto Industrial Park Dr
 - 950 m
 - ↪ 3. Turn right onto Nova Scotia Trunk 2 S
 - 850 m
 - ⤴ 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 47 min (186 km)
- ⤴ 5. Merge onto Trans-Canada Hwy/NS-104 E
⚠ Toll road
 - 96.5 km
 - ↪ 6. Take exit 15 for NS-102 toward Halifax/Truro
 - 850 m
 - ↑ 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. Take Victoria
Rd/Victoria Rd Ext to King St

- 7 min (3.9 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
 - 950 m
 - ↑ 11. Continue straight onto Victoria Rd/Victoria Rd Ext
 - 300 m

5/9/22, 2:45 PM

Amherst, Nova Scotia to Dartmouth, Nova Scotia - Google Maps

↪ 12. Turn right onto Park Ave

230 m

↶ 13. Park Ave turns left and becomes King St

300 m


Dartmouth
Nova Scotia

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.

APPENDIX B

PRIOR APPROVAL FORM

- CONFERENCES & PROFESSIONAL DEVELOPMENT

1. Applicant's Name: Jason MacDonald
2. Present Position: CAO
3. Department: Executive Office
4. Proposed Conference, Course, Seminar: Meat with
developer
5. Location: Dartmouth, NS
6. Date: May 7, 2022
7. I certify that I, as a minimum, will always have basic motor vehicle insurance coverage and that if for whatever reason I do not have insurance coverage, I will notify the Town in writing.
(signature) 
8. Approved by Director: _____
and
9. Approved by CAO: _____
10. Subject to the following conditions, if any:

If this application is approved, expenses may be claimed in accordance with the Town's Expense Reimbursement Policy.