

JASON MACDONALD, CAO – TRAVEL CLAIM SUMMARY	
NSFM Conference – White Point – May 4-6, 2022	
Travel Claim	\$467.53
Accommodations	\$319.70
Registration	\$465.00

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: May 4-6, 2022

PURPOSE OF EXPENSE: NSFM Conference

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.5113	Total
		04-May-22	05-May-22	06-May-22				
Transportation		White Point 333		Amherst 333				
Destination								
Mileage (Kms)								
Total Mileage		\$ 170.26	\$ -	\$ 170.26	\$ -	\$ -	\$ 340.53	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Meals - Cost Incl. Taxes & Gratuity								
Breakfast	No	\$ 12.00	\$ -	\$ 12.00	\$ 12.00	\$ -	\$ -	
Lunch	No	\$ 17.00	\$ 17.00	\$ 17.00	\$ -	\$ -	\$ -	
Dinner	No	\$ 26.00	\$ 26.00	\$ -	\$ -	\$ -	\$ -	
Total Meals		\$ 43.00	\$ 55.00	\$ 29.00	\$ -	\$ -	\$ 127.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Description								
TOTAL EXPENSES PAID BY CLAIMANT							\$ 467.53	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							<u>\$ 467.53 (a)</u>	

SAP CODING:
 G/L: 6030
 Cost Center: EXEC
 Work Order: 1-3667
 Vendor Number: 101161

K9-17584

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	Jason MacDonald	\$ 319.70
Event Registration Fee	Town Cheque	PO#4500072143	\$ 465.00
Airfare			
Other			
TOTAL EXPENSES PAID BY TOWN			<u>\$ 784.70 (b)</u>

TOTAL COST OF EVENT: \$ 1,252.23 (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 White Point Beach Resort Drive 333 km, 3 hr 23 min

Amherst
Nova Scotia

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

- ↑ 1. Head south on Anson Ave toward Chandler Rd 4 min (2.9 km)
- 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, NS-102 S and NS-103 W to Old Port Mouton Rd

- ↶ 5. Merge onto Trans-Canada Hwy/NS-104 E 3 hr 13 min (321 km)
- ▲ 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 right at the fork to stay on NS-102 S, follow signs for NS-101/NS-103/Halifax/Bedford/Sackville 12.8 km
- ↪ 9. Take exit 3 for NS-213 toward Nova Scotia Trunk 2/Hammonds Plains Rd/Bedford 350 m
- ↶ 10. Keep left at the fork, follow signs for Atlantic Acrs/Business Park/Hammonds Plains Road/Nova Scotia 103/Nova Scotia 213 70 m
- ↶ 11. Turn left onto Hammonds Plains Rd/NS-213 W 15.1 km
- ↶ 12. Use the right lane to merge onto NS-103 W via the ramp to Hubbards/Yarmouth 20.8 km

5/9/22, 11:58 AM

Amherst, Nova Scotia to White Point Beach Resort - Google Maps

- ↶ 13. Keep left to stay on NS-103 W
100.0 km

**Take Nova Scotia Trunk 3 W to White Point Beach Resort Rd
in Hunts Point**

10 min (9.3 km)

- ↶ 14. Turn left onto Old Port Mouton Rd
350 m
- ↑ 15. Continue onto White Point Connector
850 m
- ↷ 16. Turn right onto Nova Scotia Trunk 3 W
6.8 km
- ↶ 17. Turn left onto White Point Road Number Two Rd
400 m
- ↶ 18. Turn left onto White Point Beach Resort Rd
950 m

White Point Beach Resort

75 White Point Beach Resort Rd, Hunts Point, NS B0T 1G0

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.



75 White Point Beach Resort Road, Hunts Point, Nova Scotia B0T 1G0
 Toll Free: 1-800-565-5068 | Local 1-902-354-2711 | Fax 902-354-7278
 www.whitepoint.com

Reservation Number 104471

Send to **Jason MacDonald**

Amherst, NS B4H1X6

Phone 902-667-6527

Guest Name **Jason MacDonald**

Arrival Date
5/4/22

Departure Date
5/6/22

Group **Nova Scotia Federation of Municipalities**

Room information **157 - Lakeside Retreat Garden Room**

Bill To **Jason MacDonald**

Amherst, NS B4H1X6

Phone 902-667-6527

Folio Number 202099

Trans Date	Description	Voucher	Amount
Charges			
5/5/22	Accommodation	I50-157	139.00
5/5/22	HST	I50-157	20.85
	Subtotal		159.85
	Total Charges		159.85
Payments			
5/6/22	Visa	#####1121 033553 157 0000144557	-159.85
	Subtotal		-159.85
	Total Payments		-159.85
		Balance Due:	0.00

	HST	Total
Total Tax	\$20.85	\$20.85

HST# 105671234RT0001



Nova Scotia Federation of Municipalities INVOICE

Suite 1304, 1809 Barrington St
Halifax, Nova Scotia B3J 3K8

Invoice No.: 6901
Date: 05/10/2022
Ship Date:
Page: 1
Re: Order No.

Sold to:

Town of Amherst
P.O. Box 516
Amherst, Nova Scotia B4H 4A1

Ship to:

Town of Amherst
P.O. Box 516
Amherst, Nova Scotia B4H 4A1


Business No.: 108150616

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
		2	Early Bird Registration NSFM Spring Conference: Jason MacDonald/ Lisa Eracy	H	400.00	800.00
		2	Carbon Offset Fee	E	5.00	10.00
			E - HST exempt H - HST 15% HST			120.00
Nova Scotia Federation of Municipalities HST: #108150616						
Shipped By: Tracking Number:					Total Amount	930.00
Comment: PO#4500072143					Amount Paid	0.00
Sold By:					Amount Owing	930.00

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: NSFM
5. Location: Liverpool - Whitepoint
6. Date: May 4-6, 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.