

<b>JASON MACDONALD, CAO – TRAVEL CLAIM SUMMARY</b>	
Meet with Potential Consultant – Truro – April 29, 2022	
Travel Claim	\$107.37
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: 29-Apr-22

PURPOSE OF EXPENSE: Meet with potential consultant

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates					Mileage /Km \$0.5113	Total
		29-Apr-22	29-Apr-22	29-Apr-22	29-Apr-22	29-Apr-22		
<b>Transportation</b>								
Destination		Truro 105	Amherst 105					
Mileage (Kms)								
Total Mileage		\$ 53.69	\$ 53.69	\$ -	\$ -	\$ -	\$ 107.37	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>								
Breakfast	No	\$ 12.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Lunch	No	\$ 17.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Dinner	No	\$ 26.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Meals		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Description								
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							\$ 107.37	
Less Travel Advance							\$ -	
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							\$ 107.37 (a)	

**SAP CODING:**

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

**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			
<b>TOTAL EXPENSES PAID BY TOWN</b>			\$ - (b)

**TOTAL COST OF EVENT:** \$ 107.37 (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: \_\_\_\_\_

Google Maps Amherst, Nova Scotia to Truro, Nova Scotia

Drive 106 km, 1 hr 5 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

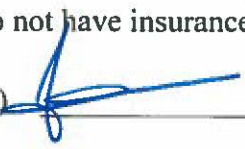
Follow Trans-Canada Hwy/NS-104 E to Nova Scotia Trunk 2  
S in Lower Truro. Take exit 14 from NS-102 S

59 min (99.8 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  
2.0 km
- ↪ 8. Take exit 14 to merge onto Nova Scotia Trunk 2 S  
toward Truro/Bible Hill  
450 m

APPENDIX E

PRIOR APPROVAL FORM – TOWN TRAVEL  
PERSONAL VEHICLE MILEAGE REIMBURSEMENT

1. Applicant's Name: Jason M. Donald
2. Present Position: CAO
3. Department: Exec
4. Purpose of personal vehicle for town business: Meet with Robert  
Planning consultant
5. Locations: Town
6. Fiscal Year: 2022-04-29
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.  
(employee signature) 
8. CAO Approved: \_\_\_\_\_
9. Subject to the following conditions, if any:  
\_\_\_\_\_  
\_\_\_\_\_

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