

JASON MACDONALD, CAO – TRAVEL CLAIM SUMMARY	
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Mayors/CAOs meeting - Oxford– June 20, 2022	
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Travel Claim	\$37.32
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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
Type of Claim, please circle:

Travel Expense or Travel Advance

CLAIMANT: Jason MacDonald
 DEPARTMENT: Executive Office
 DATES: 20-Jun-22
 PURPOSE OF EXPENSE: Mayor/CAO meeting

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0.5113	Total
		June 20/22	June 20/22					
Transportation								
Destination		Oxford	Amherst					
Mileage (Kms)		36.5	36.5					
Total Mileage		\$ 18.66	\$ 18.66	\$ -	\$ -	\$ -	\$ 37.32	
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							\$ 37.32	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 37.32 (a)	
SAP CODING:								
G/L		6030						
Cost Center	EXEC							
Work Order		1000002944						
Vendor Number		101161						

19-17636

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: \$ 37.32 (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: _____



98 Victoria St E, Amherst, NS B4H 1X6 to Oxford, Nova Scotia Drive 36.5 km, 28 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 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 300 m
- ⤴ 5. Merge onto Trans-Canada Hwy/NS-104 E 30.4 km
- ↘ 6. Take exit 6 for NS-321 N toward NS-204/Oxford/Pugwash 350 m
- ↶ 7. Turn left onto Main St/Hwy 321 N/NS-321 N 2.0 km

Oxford
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.