

JASON MACDONALD, CAO – TRAVEL CLAIM SUMMARY	
Meeting with Developer - Dartmouth – July 29, 2022	
Travel Claim	\$200.43
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: CAO
 DATES: 15-Aug-22
 PURPOSE OF EXPENSE: MEETING WITH DEVELOPER

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Mileage /Km \$0 5113	Total
		29-Jul-22	29-Jul-22					
Transportation								
Destination		Dartmouth, NS Amherst, NS						
Mileage (Kms)		196		196				
Total Mileage		\$ 100.21	\$ 100.21	\$ -	\$ -	\$ -	\$ 200.43	
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							\$ 200.43	
Less Travel Advance							\$ -	
TOTAL EXPENSES DUE TO CLAIMANT							\$ 200.43 (a)	

SAP CODING:
 G/L: 6030
 Cost Center: EXEC
 Work Order: 100002944
 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			
TOTAL EXPENSES PAID BY TOWN			\$ - (b)

TOTAL COST OF EVENT: \$ 200.43 (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:



Map data ©2022 Google 20 km

 **via Trans-Canada Hwy/NS-104 E and NS-102 S** 2 hr 3 min
196 km

Fastest route now due to traffic conditions

 This route has tolls.

 **4:54 PM—9:49 PM** 4 hr 55 min

  VIA Rail   29  5


 **4:54 PM—9:49 PM** 4 hr 55 min

  VIA Rail   7B  3
 5 

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