

<b>JASON MACDONALD, CAO – TRAVEL CLAIM SUMMARY</b>	
Meeting with Municipal Advisor - Dartmouth – September 9, 2022	
Travel Claim	\$213.34
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: 09-Sep-22  
 PURPOSE OF EXPENSE: Meet with Municipal Advisor

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates					Mileage /Km \$0.5113	Total	
		Sept 9/22	Sept 9/22						
<b>Transportation</b>									
Destination		Dartmouth	Amherst						
Mileage (Kms)		192	192						
Total Mileage		\$ 98.17	\$ 98.17	\$ -	\$ -	\$ -	\$ 196.34		
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Tolls	No		\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>									
Breakfast	No	\$ 12.00				\$ -	\$ -		
Lunch	No	\$ 17.00	\$ 17.00	\$ -		\$ -	\$ -		
Dinner	No	\$ 26.00				\$ -	\$ -		
Total Meals		\$ 17.00	\$ -	\$ -	\$ -	\$ -	\$ 17.00		
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
		Description							
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							\$ 213.34		
Less Travel Advance							\$ -		
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							\$ 213.34 (a)		

SAP CODING:  
 G/L 6030  
 Cost Center EXEC  
 Work Order 1000002944  
 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:** \$ 213.34 (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: \_\_\_\_\_



Amherst, Nova Scotia to 291 Prince Albert Rd,  
Dartmouth, NS B2Y 1N1

Drive 192 km, 1 hr 49 min

Amherst  
Nova Scotia

 This route has tolls.




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

4 min (2.7 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  
300 m

Follow Trans-Canada Hwy/NS-104 E and NS-102 S to  
Grahams Grove/Nova Scotia Trunk 7 W in Dartmouth. Take  
exit 6A from NS-111 S

1 hr 47 min (188 km)

- ↶ 5. Merge onto Trans-Canada Hwy/NS-104 E  
 Toll road  
96.8 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
- ↷ 9. Take exit 11 to merge onto NS-111 S toward Nova  
Scotia Trunk 7/NS-322/Eastern Shore/Eastern  
Passage  
1.8 km
- ↷ 10. Take exit 6A for NS-7 W toward Prince Albert Rd  
350 m
- ↶ 11. Use the left lane to turn left onto Grahams  
Grove/Nova Scotia Trunk 7 W  
 Continue to follow Nova Scotia Trunk 7 W  
 Destination will be on the left  
50 s (450 m)