

<b>JASON MACDONALD, CAO – TRAVEL CLAIM SUMMARY</b>	
AMA Fall Conference - Sydney – September 20-23, 2022	
Travel Claim	\$573.13
Accommodations	\$559.53
Registration	\$511.75

**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: 23-Sep-22  
 PURPOSE OF EXPENSE: AMA Fall Conference - Sydney, NS

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates					Mileage /Km	Total
		Sept 20/22	Sept 21/22	Sept 22/22	Sept 23/22			
<b>Transportation</b>								
Destination		Sydney			Amherst			
Mileage (Kms)		404			404		\$0.5113	
Total Mileage		\$ 206.57	\$ -	\$ -	\$ 206.57	\$ -	\$ 413.13	
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Tolls	No		\$ -		\$ -	\$ -	\$ -	
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>								
Breakfast	No	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ -	
Lunch	No	\$ 17.00	\$ 17.00	\$ -	\$ -	\$ 17.00	\$ -	
Dinner	No	\$ 26.00	\$ 26.00	\$ 26.00	\$ 26.00	\$ -	\$ -	
Total Meals		\$ 55.00	\$ 38.00	\$ 38.00	\$ 29.00	\$ -	\$ 160.00	
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Description								
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							\$ 573.13	
Less Travel Advance							\$ -	
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							\$ 573.13 (a)	

SAP CODING:  
 G/L 6030  
 Cost Center EXEC  
 Work Order 1000003668  
 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	Town Credit Card	Jason MacDonald	\$ 559.53
Event Registration Fee	Town Cheque	PO#4500072657	\$ 511.75
Airfare			
Other			

**TOTAL EXPENSES PAID BY TOWN** \$ 1,071.28 (b)

**TOTAL COST OF EVENT:** \$ 1,644.41 (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:

Sept 26/22



Amherst, Nova Scotia to Cambridge Suites Hotel  
Sydney, 380 Esplanade, Sydney, NS B1P 1B1

Drive 404 km, 4 hr 20 min

Amherst  
Nova Scotia

This route has tolls.

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

7 min (3.8 km)

↑ 1. Head west on Havelock St toward Victoria St E/NS-6 E

4 m

↶ 2. Turn left onto Glooscap Trail/Victoria St E/Nova Scotia Trunk 2 S/NS-6 W

130 m

↶ 3. Turn left onto Nova Scotia Trunk 2 S

350 m

↷ 4. Turn right onto Glooscap Trail/Nova Scotia Trunk 2 S

3.0 km

↗ 5. Turn left onto the TC/NS-104 E ramp to Springhill/Truro/Halifax

300 m

↗ 6. Merge onto Trans-Canada Hwy/NS-104 E

Toll road

2 hr 34 min (265 km)

Follow NS-104 and NS-4 E to your destination in Sydney

1 hr 41 min (135 km)

↻ 7. At the roundabout, take the 2nd exit onto Trans-Canada Hwy/NS-104

100 m

↷ 8. Keep right to continue on NS-104, follow signs for Fleur-de-Lis Trail/Port Hawkesbury/Saint Peters/Sydney/Nova Scotia 4 Trunk

7.9 km

↗ 9. Turn right onto the NS-104 E ramp to Isle Madame/Saint Peters/Sydney

650 m

↷ 10. Continue onto NS-104

36.7 km

↑ 11. Continue onto NS-4 E (signs for Nova Scotia Trunk 4 E/Saint Peters/Sydney/Fleur-de-lis Trail)

85.0 km

- ↪ 12. Keep right to continue toward NS-4 E  
130 m
- ↑ 13. Continue onto NS-4 E  
4.3 km
- ↶ 14. Turn left  
7 m

Cambridge Suites Hotel Sydney  
380 Esplanade, Sydney, NS B1P 1B1

SYDNEY  
CAMBRIDGE SUITES  
HOTEL

Mr. Jason MacDonald  
5 Ridgwood Crt  
Amherst, NS B4H 4W7  
Canada

Room No. : 804  
Arrival : 09-20-22  
Departure : 09-23-22  
Folio No. : 165411  
Conf. No. : 1125266  
Cashier No. : 357  
Claim/PO# :

Company Name: NS Federation of Municipalities  
Group Name: NS Federation of Municipalities  
H.S.T: 75994 5272 RP 0001

**INVOICE**

Date	Description	Charges	Credits
09-20-22	Room Charge	159.00	
09-20-22	CBRM Marketing Levy	3.18	
09-20-22	HST - Rooms [75994 5272 RP 0001]	24.33	
09-21-22	Room Charge	159.00	
09-21-22	CBRM Marketing Levy	3.18	
09-21-22	HST - Rooms [75994 5272 RP 0001]	24.33	
09-22-22	Room Charge	159.00	
09-22-22	CBRM Marketing Levy	3.18	
09-22-22	HST - Rooms [75994 5272 RP 0001]	24.33	
09-23-22	Visa XXXXXXXXXXXX1121 XX/XX		559.53

<b>Total Charges</b>	559.53	
<b>Total Credits</b>		559.53
<b>Balance</b>		<b>0.00</b>

HST Tax Total: \$ 72.99

# Association of Municipal Administrators, Nova Scotia INVOICE

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

Invoice No.: 8385  
 Date: 10/08/2022  
 Ship Date:  
 Page: 1  
 Re: Order No.

Sold to:  
 Town of Amherst

Ship to:  
 Town of Amherst

Business No.: 12473 1324 RT0001

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
		2	AMANS Fall Conference Registrations for Natalie LeBlanc and Jason MacDonald, AMA Members	H	445.00	890.00
		1	AMANS Fall Conference Registration for Matthew Brown, non-AMA Member	H	565.00	565.00
			H - HST 15%			218.25
			HST			
Shipped By: _____ Tracking Number: _____					Total Amount	1,673.25
Comment: For cheque payment, please mail it to: PO Box 34065, RPO Scotia Square, Halifax, NS, B3J 1N9					Amount Paid	0.00
Sold By: _____					Amount Owning	1,673.25