

<b>JASON MACDONALD, CAO – TRAVEL CLAIM SUMMARY</b>	
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NSFM Fall Conference - Halifax – November 1-4, 2022	
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Travel Claim	\$350.47
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Accommodations	\$624.81
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Registration	\$695.75
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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: November 1-4, 2022  
 PURPOSE OF EXPENSE: NSFM Fall Conference

**EXPENSES PAID BY CLAIMANT:**

	Receipt Required:	Dates					Total
		Nov 1/22	Nov 2/22	Nov 3/22	Nov 4/22		
<b>Transportation</b>							
Destination		Halifax 198		Amherst 198		Mileage /Km \$0.5113	
Mileage (Kms)							
Total Mileage		\$ 101.24	\$ -	\$ -	\$ 101.24	\$ -	\$ 202.47
Parking	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tolls	No		\$ -		\$ -	\$ -	\$ -
<b>Meals - Cost Incl. Taxes &amp; Gratuity</b>							
Breakfast	No	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ -	
Lunch	No	\$ 17.00	\$ -	\$ 17.00	\$ 17.00	\$ -	
Dinner	No	\$ 26.00	\$ 26.00	\$ 26.00	\$ -	\$ -	
Total Meals		\$ 43.00	\$ 38.00	\$ 38.00	\$ 29.00	\$ -	\$ 148.00
Accommodations	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Yes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Description							
<b>TOTAL EXPENSES PAID BY CLAIMANT</b>							\$ 350.47
Less Travel Advance							\$ -
<b>TOTAL EXPENSES DUE TO CLAIMANT</b>							\$ 350.47 (a)

**SAP CODING:**

G/L: 6030  
 Cost Center: EXEC  
 Work Order: 1-2944  
 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	Town Credit Card	Jason MacDonald	\$ 624.81
Event Registration Fee	Town Cheque	PO# 4500073343	\$ 695.75
Airfare			
Other			
<b>TOTAL EXPENSES PAID BY TOWN</b>			\$ 1,320.56 (b)

**TOTAL COST OF EVENT:**

\$ 1,671.03 (a + b)

Signature of Claimant:

Employee Acknowledge Document on File for  
Current Fiscal Year (circle one):

Yes

No

Conforms to Expense  
Reimbursement Policy  
# 3000-07:

Approved By:

Date:

11/23/22



Amherst, Nova Scotia to The Westin Nova Scotian,  
1181 Hollis St, Halifax, NS B3H 2P6

Drive 198 km, 2 hr 9 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 (3.9 km)

- ↑ 1. Head west on Havelock St toward Victoria St E/NS-6 E
- ↩ 2. Turn left onto Glooscap Trail/Victoria St E/Nova Scotia Trunk 2 S/NS-6 W 4 m
- ↩ 3. Turn left onto Nova Scotia Trunk 2 S 130 m
- ↪ 4. Turn right onto Glooscap Trail/Nova Scotia Trunk 2 S 350 m
- ↑ 5. Turn left onto the TC/NS-104 E ramp to Springhill/Truro/Halifax 3.0 km
- ↩ 300 m

Follow Trans-Canada Hwy/NS-104 E and NS-102 S to Woodland Ave/NS-118 in Dartmouth

1 hr 51 min (186 km)

- ↑ 6. Merge onto Trans-Canada Hwy/NS-104 E  
 Toll road
- ↪ 7. Take exit 15 for NS-102 toward Halifax/Truro 96.8 km
- ↪ 8. Continue onto NS-102 S 850 m
- ↩ 9. Keep left at the fork to continue on NS-118, follow signs for NS-107/NS-111/Dartmouth/Halifax 74.1 km
- ↩ 14.6 km

Continue on Woodland Ave/NS-118. Take Angus L. Macdonald Bridge and Barrington St to Hollis St in Halifax

15 min (7.7 km)

- ↩ 10. Keep left to continue on Woodland Ave/NS-118, follow signs for MacDonald Brg/Downtown/Dartmouth 2.1 km

- ← 11. Turn left onto Victoria Rd/Victoria Rd Ext/NS-322 S  
600 m
- 12. Turn right onto Nantucket Ave  
500 m
- ↑ 13. Continue onto Angus L. Macdonald Bridge  
▲ Toll road  
1.6 km
- ↗ 14. Turn right onto the ramp to Barrington Street  
▲ Toll road  
21 m
- ↘ 15. Sharp right onto North St  
110 m
- ↗ 16. Slight right toward Barrington St  
67 m
- ↖ 17. Slight left onto Barrington St  
1.5 km
- ↑ 18. Continue onto Hollis St  
📍 Destination will be on the left  
1.2 km

The Westin Nova Scotian  
1181 Hollis St, Halifax, NS B3H 2P6

Westin Nova Scotian  
 1181 Hollis Street  
 Halifax, NS B3H 2P6  
 Canada  
 Tel: 902 421-1000 Fax: 902 422-9465

# WESTIN®

## HOTELS & RESORTS

JASON MACDONALD

Page Number : 1 Invoice Nbr : 1000097050  
 Guest Number : 1213650  
 Folio ID : A  
 Arrive Date : 01-NOV-22 13:49  
 Depart Date : 04-NOV-22  
 No. Of Guest : 1  
 Room Number : 631  
 Marriott Bonvoy Number :

Information Invoice

Tax ID : 899994933RT0001

Westin Nova Sc YHZWI NOV-04-2022 04:50 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
01-NOV-22	RT631	Room Chrg - Govt./Military	155.00	
01-NOV-22	RT631	HRM Mktg Levy	3.10	
01-NOV-22	RT631	HST Room Tax	23.72	
01-NOV-22	RT631	Guest Self Parking	23.00	
01-NOV-22	RT631	HST Tax 15% Parking	3.45	
02-NOV-22	RT631	Room Chrg - Govt./Military	155.00	
02-NOV-22	RT631	HRM Mktg Levy	3.10	
02-NOV-22	RT631	HST Room Tax	23.72	
02-NOV-22	RT631	Guest Self Parking	23.00	
02-NOV-22	RT631	HST Tax 15% Parking	3.45	
03-NOV-22	RT631	Room Chrg - Govt./Military	155.00	
03-NOV-22	RT631	HRM Mktg Levy	3.10	
03-NOV-22	RT631	HST Room Tax	23.72	
03-NOV-22	RT631	Guest Self Parking	23.00	
03-NOV-22	RT631	HST Tax 15% Parking	3.45	
NOV-04-2022	VI	Visa		-624.81

Approve EMV Receipt for VI - 1121: PIN Verified  
 TC:646CF668BFCE0DE8 IAD:06011203642002 TVR:0080008000  
 AID:A0000000031010 Application Label:VISA CREDIT

\*\* Total 624.81 -624.81

Westin Nova Scotian  
 1181 Hollis Street  
 Halifax, NS B3H 2P6  
 Canada  
 Tel: 902 421-1000 Fax: 902 422-9465

# WESTIN®

## HOTELS & RESORTS

JASON MACDONALD

Page Number : 2 Invoice Nbr : 1000097050  
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 Folio ID : A  
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 Depart Date : 04-NOV-22  
 No. Of Guest : 1  
 Room Number : 631  
 Marriott Bonvoy Number :

\*\*\* Balance 0.00

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

### EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room/Lvy	Ed & Bev	Gratuity	Taxes	Other	Total	Payment
11-01-2022	0.00	0.00	0.00	0.00	208.27	208.27	0.00
11-02-2022	0.00	0.00	0.00	0.00	208.27	208.27	0.00
11-03-2022	0.00	0.00	0.00	0.00	208.27	208.27	0.00
<b>Total</b>	0.00	0.00	0.00	0.00	624.81	624.81	0.00

Signature \_\_\_\_\_

Bring the Westin experience home. Shop WestinStore.com.



**Nova Scotia Federation of Municipalities**

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

**INVOICE**

Invoice No.: 7039  
Date: 11/22/2022  
Ship Date:  
Page: 1  
Re: Order No.

**Sold to:**

Town of Amherst  
P.O. Box 516  
Amherst, Nova Scotia B4H 4A1

**Ship to:**

Town of Amherst  
P.O. Box 516  
Amherst, Nova Scotia B4H 4A1

Business No.: 108150616

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
		2	Early Bird Registration Fee, Emery, MacDonald	H	605.00	1,210.00
		1	Banquet Ticket Emery	H	70.00	70.00
			H - HST 15% HST			192.00
Nova Scotia Federation of Municipalities HST: #108150616						
Shipped By:                      Tracking Number:					<b>Total Amount</b>	1,472.00
Comment:					<b>Amount Paid</b>	0.00
Sold By:					<b>Amount Owning</b>	1,472.00