

JASON MACDONALD, CAO – TRAVEL CLAIM SUMMARY	
Planning Research – Moncton, NB – December 21, 2022	
Travel Claim	\$65.55
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: 21-Dec-22
 PURPOSE OF EXPENSE: Planning Research

EXPENSES PAID BY CLAIMANT:

	Receipt Required:	Dates					Total
		Dec 21/22	Dec 21/22				
Transportation							
Destination		Moncton	Amherst				Mileage /Km
Mileage (Kms)		64.1	64.1				\$0.5113
Total Mileage		\$ 32.77	\$ 32.77	\$ -	\$ -	\$ -	\$ 65.55
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							\$ 65.55
Less Travel Advance							\$ -
TOTAL EXPENSES DUE TO CLAIMANT							\$ 65.55 (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			
Event Registration Fee			
Airfare			
Other			
TOTAL EXPENSES PAID BY TOWN			\$ - (b)

TOTAL COST OF EVENT: \$ 65.55 (a + b)

Signature of Claimant:

Employee Acknowledge Document on File for Current Fiscal Year (circle one):
 Yes or No Confirms to Expense Reimbursement Policy # 3000-07:

Approved By: Date: JAN 4/23



Amherst, Nova Scotia to 68 Highfield St, Moncton, NB E1C 1L8 Drive 64.1 km, 41 min

Amherst
Nova Scotia

Get on Trans-Canada Hwy/NS-104 W in Nappan

- 3 min (2.7 km)

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

↑ 2. Continue onto Glooscap Trail/Laplanche St/Nova Scotia Trunk 2 N
- 1.9 km

i Continue to follow Glooscap Trail/Nova Scotia Trunk 2 N
- 800 m

↗ 3. Take the Trans Canada Highway/NS-104 W ramp

Continue on Trans-Canada Hwy to Moncton

- 34 min (59.7 km)

↗ 4. Merge onto Trans-Canada Hwy/NS-104 W
- 2.2 km

↑ 5. Continue onto Trans-Canada Hwy/NB-2 W
- 48.4 km

i Entering New Brunswick
- 1.0 km

↘ 6. Take exit 467A to merge onto NB-15 W toward Moncton Centre/NB-11 S
- 7.2 km

↶ 7. Keep left to stay on NB-15 W
- 850 m

↻ 8. At the roundabout, take the 1st exit and stay on NB-15 W heading to NB-114/Riverview/Fundy

Continue on Botsford St/NB-134 S. Take Rue St. George to Highfield St

- 4 min (1.6 km)

↶ 9. Turn left onto Botsford St/NB-134 S
- 700 m

↘ 10. Turn right onto Rue St. George
- 700 m

↶ 11. Turn left onto Highfield St
- 260 m

i Destination will be on the right