



Request and Approval to Incur Hospitality Event Expenses Form

All hospitality-related expenses require prior authorization. All hospitality expenses incurred must be supported by itemized receipts. Refer to the Hospitality Policy for further information.

Destination and Purpose

Date of Request	
Department	
Employee Name	
Title	
Location	
Date Of Event	
Purpose Of Event Or Activity	

Estimated Hospitality Expense Details

Number of Attendees	
Meal Costs	
Meeting space Costs	
Gratuities	
Gift Costs	
Other expenses	
Total Expenses	

Approval

Claimant Signature	
Date Submitted	
GL Code	
CAO Approval	



Martin Thomsen
Municipality of the County of Richmond
2357 NS-206, Arichat, NS
B0E 0A8

October 27th, 2025

Invoice

We hereby charge a rental fee of \$500 for the use of the Friends United International Convention Centre on October 16th. It was a pleasure to welcome you to the Friends United Centre. We would love to welcome you anytime again.

Total amount \$500.-

Payments can be made via cheque, cash, or e-transfer at: payments@friends-united.ca

Please do not hesitate to contact us at info@friends-united.ca, if you have any questions.
Thank you very much.

Sincerely,

Friends United Foundation

Goods Rec'd.	Date	16 Oct '25	Initial	<i>MT</i>
Prices Checked	_____			
Add. & Ext. Checked	_____			
Approval for Payment	_____			
Discount Date	_____			
Paid by Cheque No.	_____			
Distribution: Acc't. No.	_____			

Address:
Friends United International Convention Centre
26 Holgers Lane, Cleveland, B0E 1J0 (Kempt Rd.)

eMail: info@friends-united.ca
Website: www.friends-united.ca

Mailing Address:
Friends United International Convention Centre
13149 Highway 104, Auld's Cove, Nova Scotia B0H 1P0

Phone: (902) 747 – 2733
HST No. 724247416 RC0001



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

INVOICE DETAILS

Invoice from:

Date:

Amount:

Purpose of Expense:

Venue hire from Friends United Convention Centre to host an industry and stakeholder workshop as part of the Strait of Canso Clean Fuels Domestic Use Strategy.

Other:

DIRECTOR'S APPROVAL



CAO APPROVAL

081256

DATE 0016
 TAX REG. NO. / N° DE TAXE

From

SOLD TO / VENDU A Fleur de Lis Restaurant	SHIP TO / EXPÉDIER A
ADDRESS / ADRESSE 634 Roove st unit 14 Port Hawkesbury, NS 902 625 2566	ADDRESS / ADRESSE Martin Thomsen Mul. County of Richmond Friends United

CUSTOMER'S ORDER / COMMANDE DU CLIENT	SOLD BY / VENDU PAR	FOB / FAB	TERMS / CONDITIONS	VIA
---------------------------------------	---------------------	-----------	--------------------	-----

QUANTITY / QUANTITÉ	DESCRIPTION	PRICE / PRIX	UNIT / UNITÉ	AMOUNT / MONTANT
25	Breakfast treats Fruit, Tea, Coff	25x9.99		249.75
25	Lunch madalaxy 1/2 Sand 1/2 wraps 1/2 Soup 1/2 Salads Sweets & drinks	25x21.99		549.75
	Delivery Charges	10.00 onway		20.00
		14% Taxes		819.50 114.73
		15% graty		934.23 140.13
				1074.36
			TOTAL	1074.36

Goods Rec'd. Date: 16 Oct '25 Initial: MT
 Prices Checked _____
 Add. & Ext. Checked _____
 Approval for Payment _____
 Discount Date _____
 Paid by Cheque No. _____
 Distribution List No. _____

TVH/HST
TPS/GST
PST/TVP

INVOICE
FACTURE

ADC81B



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

INVOICE DETAILS

Invoice from:

Martin Thomsen

Date:

16 October 2025

Amount:

\$1,074.36

Purpose of Expense:

Catering from Fleur-de-Lis restaurant for an industry and stakeholder workshop held at Friends United Convention Centre in Cleveland, Richmond County as part of the development of our Strait of Canso Clean Fuels Domestic Use Strategy.

Tea/coffee; light refreshments; lunch; water/pop

Other:

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DIRECTOR'S APPROVAL



CAO APPROVAL



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Date of Request	
Department	
Employee Name	
Title	
Location	
Date Of Event	
Purpose Of Event Or Activity	

Estimated Hospitality Expense Details

Number of Attendees	
Meal Costs	
Meeting space Costs	
Gratuities	
Gift Costs	
Other expenses	
Total Expenses	

Approval

Claimant Signature	
Date Submitted	
GL Code	
CAO Approval	

The Gathering Place



Invoice

October 28, 2025

Richmond County

Attention:

18 x Light Break snack with Tea/Coffee @ \$10	\$180.00
18 x Lunch Selection \$20	\$360.00
18 x afternoon coffee/tea @ \$3	\$ 54.00
(18 Soup and Sandwich) soft drinks	\$594.00
Tax 14%	\$ 83.16
Gratuity 15%	<u>\$ 89.10</u>
	\$766.26

Thank you for the opportunity to provide our services.

Patsy Landry

The Gathering Place

Terms – Payable upon receipt

Division of 4734167 NS Ltd
HST #744840968RT0001

Goods Rec'd.	Date <u>28 Oct '25</u>	Initial <u>ML</u>
Prices Checked	_____	
Add. & Ext. Checked	_____	
Approval for Payment	_____	
Discount Date	_____	
Paid by Cheque No	_____	
Distribution: Acc't. No	<u>10-260-4071-260260</u>	



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

INVOICE DETAILS

Invoice from:

Date:


Amount:

Purpose of Expense:

Catering for Port Hawkesbury Community Energy and Emissions Planning stakeholder workshop, part of QUEST Canada's Net-Zero Communities Accelerator Program, held at the Civic Centre.

Other:

DIRECTOR'S APPROVAL



CAO APPROVAL



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Destination and Purpose

Date of Request	
Department	
Employee Name	
Title	
Location	
Date Of Event	
Purpose Of Event Or Activity	

Estimated Hospitality Expense Details

Number of Attendees	
Meal Costs	
Meeting space Costs	
Gratuities	
Gift Costs	
Other expenses	
Total Expenses	

Approval

Claimant Signature	
Date Submitted	
GL Code	
CAO Approval	



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

INVOICE DETAILS

Invoice from: Louie's Cosy Corner

Date: 29 October 2025

Amount: \$417.88

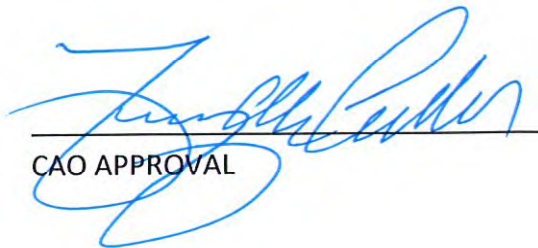
Purpose of Expense:

Catering for Richmond County's Community Energy and Emissions Planning stakeholder workshop, part of QUEST Canada's Net-Zero Communities Accelerator Program, held at the Louisdale Lions Club on 29 October 2025.

Other:

[Empty box for other details]

DIRECTOR'S APPROVAL



CAO APPROVAL

LOUISDALE LIONS CLUB COMMUNITY CENTRE

3128 WHITESIDE ROAD, PO BOX 686

LOUISDALE , NS B0E1V0

OCTOBER 29th, 2025

INVOICE# 6291

MUNICIPALITY OF RICHMOND

% MARTIN THOMPSON

**- RENTAL OF LOUISDALE LIONS COMMUNITY CENTRE WEDNESDAY
OCTOBER 29TH, 2025\$150.00
TECHNOLOGY FEE.....\$25.00**

TOTAL INVOICE:..... \$175.00

THANKING YOU,



ROBERT GOYETCHE (DEN RENTAL CHAIR)

**PLEASE MAKE CHEQUE PAYABLE TO LOUISDALE LIONS CLUB AT THE
ABOVE ADDRESS OR E-TRANSFER louisdalelionsclub2024@outlook.com**

Goods Rec'd.	Date <u>29 Oct '25</u>	Initial <u>TTA</u>
Prices Checked	_____	
Add. & Ext. Checked	_____	
Approval for Payment	_____	
Discount Date	_____	
Paid by Cheque No	_____	
Distribution: Acc't. No	<u>10-260-4071-260250</u>	



THE MUNICIPALITY OF THE COUNTY OF RICHMOND
LA MUNICIPALITÉ DU COMTÉ DE RICHMOND

INVOICE DETAILS

Invoice from:

Date:


Amount:

Purpose of Expense:

Venue rental for Richmond County's Community Energy and Emissions Planning stakeholder workshop, part of QUEST Canada's Net-Zero Communities Accelerator Program, held at the Louisdale Lions Club on 29 October 2025.

Other:

DIRECTOR'S APPROVAL



CAO APPROVAL



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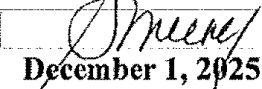
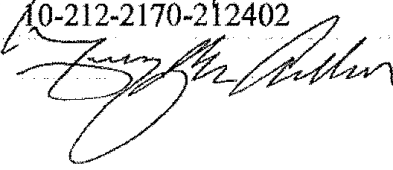
Destination and Purpose

Date of Request	December 1, 2025
Department	Community Development & Recreation/Council
Employee Name	Shannon Mury
Title	Director of Comm Devel & Recreation
Location	Council Chambers
Date Of Event	December 4, 2025
Purpose Of Event Or Activity	IDEA Committee In Person Meeting

Estimated Hospitality Expense Details

Number of Attendees	10
Meal Costs (light refreshments)	\$50
Meeting space Costs	\$0
Gratuities	\$0
Gift Costs	\$0
Other expenses	\$0
Total Expenses	\$50

Approval

Claimant Signature	
Date Submitted	December 1, 2025
GL Code	10-212-2170-212402
CAO Approval	



Charles Forest CO-OP
2743 HIGH ROAD
ARICHAT, NS
BOE 1A0

Served by: ALLISON

Member card number: ****438

Pepperoni	\$9.49 C
Kolbassa Chubs	\$8.79 C
YOU SAVED \$0.50	
Cookies Chocolate Ch	\$6.29 C
Toppable Crackers	\$6.29 C
Cheese Mrbl Cheddar	\$4.99 C
YOU SAVED \$3.80	

SUBTOTAL	\$35.85
TOTAL TAX	\$0.00
TOTAL	\$35.85
Charge Account	TENDER \$35.85
Cash	CHANGE \$0.00

NUMBER OF ITEMS 5

*****YOUR SAVINGS*****

Discounts & Specials	\$4.30
Your Total Savings	\$4.30
Percentage Savings	11%

Name Danielle Marshall

Signature [Signature]

Term	Tran	Store	Oper	12/04/25
2	5822	9277	121	12:24:59

Thank You for Shopping
Charles Forest CO-OP
HST #102924792RT

SHARE YOUR THOUGHTS
FOR A CHANCE TO WIN \$500
IN FOODLAND GIFT CARDS!

Hold on to this receipt and
complete our short online
Customer Survey by visiting:
<http://Atlantic.Foodland.ca/MyFoodland>

NO PURCHASE NECESSARY.

Rules on Contest website. Eligible for
residents over the age of majority of
New Brunswick; Newfoundland and
Nova Scotia and Prince Edward Island.
Contest ends Jan 31 2026.

Skill testing question to be correctly
answered to win.

Odds of winning depend on number
of entries received.
