





## 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	
<b>Total Expenses</b>	

### Approval

Claimant Signature	
Date Submitted	
GL Code	
CAO Approval	

13916



# SuperPort Marine

30 Water Street  
Port Hawkesbury, NS  
B9A 3L1

Phone 902-625-3375  
Fax 902-625-3339  
E-mail [accountsreceivable@superport.ns.ca](mailto:accountsreceivable@superport.ns.ca)

BILL TO
Richmond County c/o Martin Thomsen P.O. Box 120 2357 Hwy 206 Arichat, Nova Scotia B0E 1A0

## INVOICE

DATE	Number
2024-05-29	12839
VESSEL/JOB	
SHUTTLE	

DESCRIPTION	Qty	AMOUNT
SHUTTLE SERVICE FOR RICHMOND COUNTY		
May 29th, 2024 Shuttle Services: 3.5 Hrs. @ \$460.00/hr. to shuttle (6) six passengers for a tour of Strait of Canso. Visit Melford, Bearhead and Mulgrave wharf.	3.5	1,610.00
Fuel Surcharge	3.5	49.00
GST On Sales		248.85
<p># 7020 HST3</p> <p>Goods Rec'd. Date 5/29 Initial MM</p> <p>Prices Checked</p> <p>Add. &amp; Ext. Checked</p> <p>Approval for Payment</p> <p>Discount Date</p> <p>Paid by Cheque No</p> <p>Distribution: Acc't. No. 10-260-4070-260180</p>		
<b>Subtotal</b>		CAD 1,659.00
<b>Sales Tax</b>		CAD 248.85
<b>TOTAL</b>		CAD 1,907.85
<p>GST/HST No. 126577832</p> <p><i>Safety Keeps Us All Afloat!</i></p>		



## **Internal Memo**

**To:** CAO  
**From:** Martin Thomsen  
**Date:** May 30, 2024  
**RE:** *Energy Sector Development Purchase Orders*

---

The following gives a description of the expenditures related to the attached purchase order. If all is in order, please sign this PO in the space indicated and return the signed PO to me for further processing.

### **PO# 7020**

**Value:** \$1,907.85  
**Supplier Name:** SuperPort Marine

### **Description of Expenditure:**

This PO covers the cost of hiring a boat shuttle service for a 3.5 hour tour of the Strait of Canso with potential investors and development partners.

### **Comments on Purchasing Policy:**

This contractor was the only one available at the time the work was to be carried out due to a last-minute change in schedule. The cost is considered reasonable for the scope of the work.

Martin Thomsen  
Manager of Energy Sector Development

