





## 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	



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

October 27<sup>th</sup>, 2025

**Invoice**

We hereby charge a rental fee of \$500 for the use of the Friends United International Convention Centre on October 16<sup>th</sup>. 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](mailto:payments@friends-united.ca)

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

Sincerely,

Friends United Foundation

Goods Rec'd.	Date	<u>16 Oct '25</u>	Initial	<u>MT</u>
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](mailto:info@friends-united.ca)  
Website: [www.friends-united.ca](http://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  
LA MUNICIPALITÉ DU COMTÉ DE  
**RICHMOND**

**INVOICE DETAILS**

Invoice from: Martin Thomsen

Date: 16 October 2025

Amount: \$500.00

**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:**

[Empty box for additional information]

\_\_\_\_\_  
DIRECTOR'S APPROVAL

  
\_\_\_\_\_  
CAO APPROVAL

081256

DATE 0016  
 TAX REG. NO. / N° DE TAXE

From

SOLD TO / VENDU A <u>Fleur de Lis Restaurant</u>	SHIP TO / EXPÉDIER A
ADDRESS / ADRESSE <u>634 Roove st unit 14 Port Newkesbury ns 902 625 2566</u>	ADDRESS / ADRESSE <u>Martin Thomsen Mul. County of Richmond Friends United</u>

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 madelaxy 1/2 Sand 1/2 wraps 1/2 Soup 1/2 Salads Sweets & drinks	25x21.99		549.75
	Delivery Charges	10.00 oneway		20.00
		14% Taxes		819.50 114.73
		15% graty		934.23 140.13
				1074.36
				TOTAL <u>1074.36</u>

Goods Rec'd. Date: 16 Oct '25 Initial: [Signature]  
 Prices Checked \_\_\_\_\_  
 Add. & Ext. Checked \_\_\_\_\_  
 Approval for Payment \_\_\_\_\_  
 Discount Date \_\_\_\_\_  
 Paid by Check No. \_\_\_\_\_  
 Distribution Area 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:**

[Empty box for additional information]

\_\_\_\_\_  
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	
<b>Total Expenses</b>	

### 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%	\$ 89.10
	\$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	
<b>Total Expenses</b>	

### 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

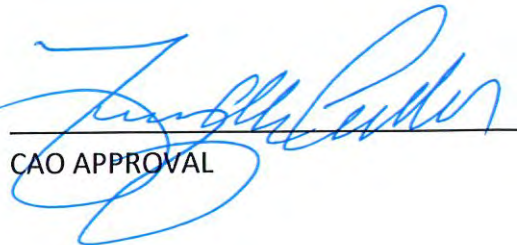
Purpose of Expense:

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 29<sup>th</sup>, 2025**

**INVOICE# 6291**

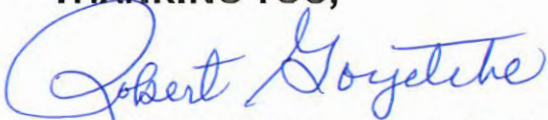
**MUNICIPALITY OF RICHMOND**

**% MARTIN THOMPSON**

**- RENTAL OF LOUISDALE LIONS COMMUNITY CENTRE WEDNESDAY  
OCTOBER 29<sup>TH</sup>, 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](mailto:louisdalelionsclub2024@outlook.com)**

Goods Rec'd.	Date <u>29 Oct '25</u>	Initial <u>MT</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



## 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.


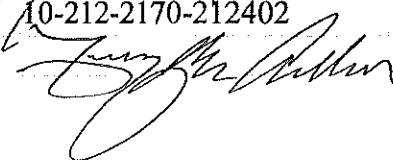
### Destination and Purpose

Date of Request	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
<b>Total Expenses</b>	<b>\$50</b>

### 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
<b>TOTAL</b>	<b>\$35.85</b>
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	12:24:53

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.

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