

**TOWN OF FORT FRANCES - SCHEDULE "B"**  
**TRAVEL EXPENSE STATEMENT**

1.	Attendee	Wendy Brunetta						
2.	Conference/Seminar Attended	MPAC Strategic Planning						
	Location (Facility and City)	Thunder Bay, ON						
	Dates	June 13, 2017						

  

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch			17.00					17.00
	Dinner								
	Per Diem								
	Other								

  

4.	Prepaid Expenses	Registration	Air Travel	Other	Total
					17.00

  

5.	Town Used Vehicle	Yes	No	Reason	Total
	Mileage Claimed	KM x \$0.47 =			

  

6.	Approved		Total Expenses	
			Advance Received	
			Balance Claimed	
			Balance Refunded	

**The agenda must be attached to process payment**

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

June 15, 2017  
Date

Wendy Brunetta  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager Signature

Date	Treasurer	A / P	Cashier

**TOWN OF FORT FRANCES - SCHEDULE "F"**  
**TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM**

Attendee	Wendy Brunetta
Conference / Seminar Attended	MPAC Strategic Planning/NOMA
Location	Thunder Bay Board Mtg.
Dates	June 13, 2017, & June 14, 2017

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		June 13	June 14					
Amount		\$160	\$160					<del>\$160</del> \$320

Name (Please Print) Wendy Brunetta	Signature <i>W Brunetta</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council