



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/93**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 9, 2013
SUBJECT: Councillor John Albanese – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$204.54 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 for the NOMA Regional Conference attendance in Thunder Bay from September 25 - 27, 2013 as submitted by Councillor John Albanese.

Travel Expenses

1.	Meals	\$ 70.00
2.	Own Vehicle Gas	134.54
3.	Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims		<u>\$ 654.54</u>

The registration fee of \$175.00 and Thunder Bay hotel accommodation of \$262.14 were paid by the Town resulting in the total cost of \$1,091.68 to attend the NOMA Regional Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule 'A' 2. and By-Law No. 02/10 4.4.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$654.54 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 - 27, 2013 as submitted by Councillor John Albanese.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claim for Councillor John Albanese, in the total amount of \$654.54 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 to 27, 2013.

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

1. Attendee	JOHN ALBANESE							
2. Conference/Seminar Attended	31 ST Northwestern Ontario Regional Conference							
Location (Facility and City)	"Victoria INN HOTEL" Thunder Bay, Ontario							
Dates	Sept. 25-26-27							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch								
Dinner				35-	35-	-		70-
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason "Personal Reason"					Total
Mileage Claimed			KM x \$0.45 =					
	"fuel with receipt"							\$134.54
6. Approved								
	Total Expenses							
	Advance Received							
	Balance Claimed							
	Balance Refunded							\$204.54

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.

Date _____

John Albanese
Employee Signature

Date _____

Supervisor Signature _____

Date _____

Division Manager Signature _____

Date _____

Treasurer _____

A/P _____

Cashier _____

SHELL CANADA PRODUCTS

ON BEHALF OF
4794 HIGHWAY 11 & 17
Kakabeka Falls ON
POT 1WO
(807) 577-8767

Tax Description	Qty	Amount
H Bronze No1		
52.943 L @ \$1.359/ L		\$71.95
AIR MILES Discount	1	\$0.00
Sub Total		\$71.95
Amount HST Taxable		\$0.00
13.0% HST Tax		\$0.00
Amount HST-F Taxable		\$0.00
5.0% HST-F Tax		\$0.00
Total		\$71.95
MASTERCARD:		\$71.95
Change		\$0.00

01 APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXX9412
TERMINAL No. 89221561
PURCHASE CHIP
INV No. 2215610573
APPROVAL No. 09194B
MasterCard
AID A0000000041010
TVR 0000008000

VERIFIED BY PIN

IMPORTANT
retain this copy for your records

AM 81704XXXXX SCANNED Promo 555
Fuel Includes HST 13.0% \$8.28
Fuel Includes HST-F 5.0% \$0.00

HST - Fuel - ON No. 863700670RT0001

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THANK YOU

Questions? 1-800-661-1600

REG: 1 CSH:Falls TRAN:7622
2013/09/27 15:23:06 ST:C22156



STORE MGR 807-274-4521
GST/HST #119347672

PR GAS REGULAR UNLEAD 65.00
SC \$.05 Fuel Disc. 2.41-
GAS REGULAR UNLEAD 48.185L @ \$1.299 P5
**** TAX .00 BAL 62.59
VF MasterCard 62.59
ACCOUNT NUMBER *****2687
AUTHOR. #: 076103
CHANGE .00

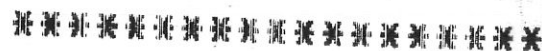
TOTAL SAVINGS 2.41
TOTAL NUMBER OF ITEMS SOLD = 1
GAS REGULAR UNLEAD
INCLUDES 13.0% GST/HST 7.20
9/28/13 10:29 0674-45-0036-1663

YOUR CASHIER TODAY WAS ANDREW

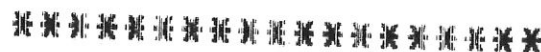
GIOVANNI ALBANESE 6660

Your Savings

Card Savings 2.41
Total 2.41
Total Savings Value 4%



Safeway Club Card Elite Customer
You have the Managers direct line:
807-276-6633



Visit us online for Weekly
flyer specials at safeway.ca

Like us on Facebook for
exclusive coupons, recipes & more
[Facebook.com/SafewayCanada](https://www.facebook.com/SafewayCanada)

TOWN OF FORT FRANCES - SCHEDULE "E"
TRAVEL WAIVER OF LIABILITY FORM

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) <i>JOHN ALBANESE</i>	Signature <i>John Albanese</i>
Approved	Date

31st Annual Northwestern Ontario Regional Conference

"Connecting the Dots"

September 25, 26 & 27 - Victoria Inn



This conference is an excellent opportunity for learning and networking and provides a venue to share issues of common interest with municipal, business and community leaders from across the Northwest. Our region is on the threshold of many significant opportunities in natural resources, education and healthcare. Join us as we explore ways to strengthen our communities and identify opportunities by "Connecting the Dots".

Hotel and program information available at:
www.noma.on.ca

AGENDA AT A GLANCE

Wednesday, September 25

5:00pm-7:00pm Chamber After Business & Prosperity
Northwest Forum at Valhalla Inn

Reconnect with colleagues from across the Northwest and visit a broad range of exhibitors. Hors d'oeuvres and Cash Bar available.

Thursday, September 26

8:00 am-5:00pm Plenary & Concurrent Sessions

Friday, September 27

8:00 am-2:00pm Plenary & Concurrent Sessions

REGISTRATION FORM

Contact Name: Kathryn Lawson

Municipality/Ministry/Company:
Town of Fort Frances

Address:
320 Portage Avenue

City/Province/Postal Code:
Fort Frances, Ontario R9A 3P9

Phone: 274-5323 Member of (circle one): NOACC NODN (NOMA)

Email: klawson@fort-frances.com

ATTENDEE NAME(S) & ELECTED TITLE(S)

- ① Mayor Roy Avis
- ② Councillor John Albanese
- ③ Councillor Andrew Hallikas
- ④ Councillor Paul Ryan
- ⑤ CAO - Mark McCalla

FEE SCHEDULE

Full Conference

Member/Ministry: \$175 ☒

Non-member: \$275 ☐

Includes: Wednesday reception; Thursday breakfast & lunch; Friday breakfast & lunch

One Day Only

Member/Ministry: \$100 ☐

Non-Member: \$125 ☐

Includes one day breakfast & lunch

Total Fee \$ 875.00

Cheque attached OR Visa/Mastercard #:

Expiry date: [REDACTED]

Return with payment to: NOMA P.O. Box 10308,
Thunder Bay, ON P7B 6T8 Ph/Fx: (807)683-6662
Email: admin@noma.on.ca A \$50 administration fee
will be charged on cancellations prior to September 1,
cancellations after that date will not be refunded.



VICTORIA INN

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

John. Albanese

MAde by Kathy Lawson

EXT 257

Group: Noma*

Page #	1
Res. #	383696
Checked in	Wed Sep 25/13 - 3:20 am
Checked out	Fri Sep 27/13 - 12:34 pm
Nights	2
Room Rate	115.99
Room	162

Date	Description	Reference	Charges	Credits
Sep25	PAID BY VISA - Th auth #001847	*****8250		262.14
Sep25	Room - Best Available Rate		115.99	
Sep25	HST		15.08	
Sep26	Room - Best Available Rate		115.99	
Sep26	HST		15.08	
			0.00	262.14

N.O.M.A.
Attn: Charla Robinson
P.O. Box 10308
Thunder Bay, On. (NOMA01)
P7B 6T8
P.O. number: cc auth form

Thank you for staying with us, Please visit our sister hotels
Located in Brandon, Winnipeg, Flin Flon & Owen Sound
Call 1-877-VIC-INNS or reserve online at WWW.VICINN.COM

Our H.S.T. # is 835058603

Charge Summary:
HST

30.16

Town of Fort Frances
Travel Statement - Mayor/Council Honorarium

Attendee JOHN ALBANESE

Conference/Seminar Attended 31ST ANNUAL NORTHWESTERN Reg. Conference

Location VICTORIA INN THUNDER BAY

Dates Sept. 25-26-27

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept. 25	Sept. 26	Sept. 27			
Amount			150	150	150			\$450 ⁰⁰

Submitted by: John Albanese

Date: Sept. 30/13

Approved by: _____

Date: _____

To be submitted to Payroll for processing when approved by Council

or Payroll	
Pay period	