

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

1.	Attendee	June Caul							
2.	Conference/Seminar Attended	As a Member of Council Training & Land Use Planning							
	Location (Facility and City)	Thunder Bay							
	Dates	March 5-7, 2018							

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch					17.00			17.00
	Dinner			35.00	35.00				70.00
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason	Total
	Mileage Claimed	KM x CRA rate =			

6.	Approved		Total Expenses	87.00
			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.

March 18, 2018
Date

June Caul
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	June Caul
Conference / Seminar Attended	New Council Training and Land
Location	Use Planning Thunder Bay
Dates	March 5-7, 2018

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		Mar. 5	Mar. 6	Mar. 7				
Amount		\$ 80	\$ 160	\$ 160				\$ 400

Name (Please Print) June Caul	Signature June Caul
Approved	Date March 18, 2018

To be submitted to Payroll for processing when approved by Council