

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


Attendee	Wendy Brunetta
Conference / Seminar Attended	ROMA & RRDMA Annual Mtg
Location	Toronto
Dates	Jan 28-31, 2017

Details of Per Diem

RRDMA ROMA

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Jan 30	Jan 31				Jan 28	Jan 29	
Amount	160	160				160.00	160	

ROMA ROMA

Name (Please Print) Wendy Brunetta	Signature 
Approved	Date Feb 2, 2017

To be submitted to Payroll for processing when approved by Council

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

1.	Attendee	Wendy Brunetta						
2.	Conference/Seminar Attended	ROMA						
	Location (Facility and City)	Toronto						
	Dates	Jan 29-31, 2017						

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation (Luggage)	26.25		26.25					52.50
	Breakfast	15							15.00
	Lunch	20	20	20					40.00
	Dinner	40	40	40				40	120.00
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

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

6.	Approved	Total Expenses	227.50
		Advance Received	
		Balance Claimed	227.50
		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.

Date Jan Feb 2, 2017

Employee Signature Wendy Brunetta

Date _____

Supervisor Signature _____

Date _____

Division Manager Signature _____

Date	Treasurer	A / P	Cashier

WESTJET

PAYMENT RECEIPT/RECU DE PAIEMENT

Name/Nom
BRUNETTA/WENDYPNR
MMXZJRDate
31JAN17Time/Heure
11:50AM

Description		Fee/Frais (CAD)	GST/TPS	Total (CAD)
FIRST BAG	8382602796062	\$25.00	1.25	26.25
		\$25.00	1.25	26.25

Total (CAD)
BRUNETTA/WENDY
\$25.00 \$1.25RECEIPT/RECU 1/1
VI XXXXXXXXXXXXX2474 0319
AUTH 145807GST/TPS No.866112535
QST/TVQ No.1202807956 TQ0001KIOSK ID
YYZ3KD13**WESTJET**

PAYMENT RECEIPT/RECU DE PAIEMENT

Name/Nom
BRUNETTA/WENDYPNR
MMXZJRDate
29JAN17Time/Heure
7:03AM

Description		Fee/Frais (CAD)	GST/TPS	Total (CAD)
FIRST BAG	8382602768814	\$25.00	1.25	26.25
		\$25.00	1.25	26.25

Total (CAD)
BRUNETTA/WENDY
\$25.00 \$1.25RECEIPT/RECU 1/1
MC XXXXXXXXXXXXX4158 0620
AUTH 05564ZGST/TPS No.866112535
QST/TVQ No.1202807956 TQ0001KIOSK ID
YWGCUS08