

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

1. Attendee	<i>Mark McLaig</i>							
2. Conference/Seminar Attended	<i>Arbitration & Forestry Meetings</i>							
Location (Facility and City)	<i>Valhalla Inn, Thunder Bay</i>							
Dates	<i>May 23-25th</i>							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast		—	12.00	12.00				24.00
Lunch		—	16.00	—				16.00
Dinner		35.00	35.00	—				70.00
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
								\$110.00
								Advance Received
								Balance Claimed
								\$110.00
								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 3, 2016
Date

Mark McLaig
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

<i>June 3/16</i> Date	<i>A. Witherspoon</i> Treasurer	<i>G-120-1500-1530</i> A / P	<i></i> Cashier
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