



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/44**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 7, 2013
SUBJECT: Councillor Paul Ryan – NOMA Conference Travel & Per Diem

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$182.37 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 in regard to travel and attendance at the NOMA Conference held in Thunder Bay from April 24 to 26, 2013 as submitted by Councillor Paul Ryan.

Conference Expenses

1. Meals	\$ 70.00
2. Town Owned Vehicle Fuel	112.37
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 632.37</u>

The registration fee of \$225.00 and hotel accommodation of \$255.36 was paid by the Town resulting in the total cost of \$1,112.73 to attend the NOMA Conference as authorized by Council.

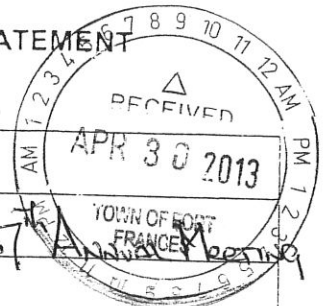
The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule 'A' 2. and By-Law No. 02/10 4.4.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$632.37 for attendance at the NOMA Conference held in Thunder Bay from April 24 to 26, 2013 as submitted by Councillor Paul Ryan.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claims for Councillor Paul Ryan in the amount of \$632.37 to attend the NOMA Conference held in Thunder Bay from April 24 to 26, 2013 as outlined in this report.

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



1. Attendee	Paul Ryan							
2. Conference/Seminar Attended	Northwestern Ontario Municipal Association 67th Annual Meeting							
Location (Facility and City)	Victoria Inn, Thunder Bay ON.							
Dates	April 24, 25, 26 / 2013							
3.	Sun.	Mon.	Tues.	Wed 24	Thurs 25	Fri. 26	Sat.	Total
Accommodation	Prepaid By Town of Fort Frances							
Transportation								
Breakfast								
Lunch								
Dinner								
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
Town of Ft. Frances	✓						—	
5. Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
Mileage Claimed	KM x \$0.45 =			Gas Re: Town Admin. Vehicle				112.37
6. Approved					Total Expenses		182.37	
					Advance Received		0	
					Balance Claimed		182.37	
					Balance Refunded		—	

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 April 29/2013

[Signature]
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 1W0
(807) 577-8767

Tax Description	Qty	Amount
H Bronze No1		
14.937 L @ \$1.339/ L		\$20.00
AIR MILES Discount	1	\$0.00
Sub Total		\$20.00
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		\$20.00
MASTERCARD:		\$20.00
Change		\$0.00

01 APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXX1937
TERMINAL No. 89221561
CHIP
PURCHASE
INV No. 2215615516
APPROVAL No. 08590Z
CAPITAL ONE
AID A0000000041010
TVR 0000008000

VERIFIED BY PIN

IMPORTANT
retain this copy for your records

AM 81704XXXXX SCANNED Promo 555
Fuel Includes HST 13.0% \$2.30
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:7101
2013/04/26 15:29:54 ST:C22156

SHELL CANADA PRODUCTS

ON BEHALF OF
HWY 11 EAST
FORT FRANCES ON
P9A 3M3
(807) 274-2221

Tax Description	Qty	Amount
H Bronze No1		
70.030 L @ \$1.319/ L		\$92.37
AIR MILES Discount	1	\$0.00
Sub Total		\$92.37
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		\$92.37
MASTERCARD:		\$92.37
Change		\$0.00

01 APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXX1937
TERMINAL No. 89102381
CHIP
PURCHASE
INV No. 1023819011
APPROVAL No. 00884Z
CAPITAL ONE
AID A0000000041010
TVR 0000008000

VERIFIED BY PIN

IMPORTANT
retain this copy for your records

AM 81704XXXXX SCANNED Promo 0
Fuel Includes HST 13.0% \$10.63
Fuel Includes HST-F 5.0% \$0.00

HST - Fuel - ON No. R106555360

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THANK YOU

Questions? 1-800-661-1600

REG: 1 CSH:Bear, TRAN:4127
2013/04/26 17:40:30 ST:C10238

from Conference
Apr 24, 25, 26 / 13
Thunder Bay:

Gas:
Re: Admin Vehicle
Town of Fort Frances

20.00
92.37
Total = 112.37

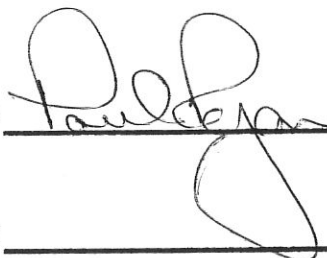
P. Regan

**Town of Fort Frances
Travel Statement - Mayor/Council Honorarium**

Attendee PAUL RYAN
Conference/Seminar Attended NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION
67th ANNUAL GENERAL MEETING + CONFERENCE
Location VICTORIA INN - THUNDER BAY ON.
Dates April 24, 25, 26, /2013

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Apr 24/13	Apr 25/13	Apr 26/13			—
Amount			150.00	150.00	150.00			450.00

Submitted by: 
Approved by: _____

Date: April 29/2013
Date: _____

To be submitted to Payroll for processing when approved by Council

For Payroll

Pay period _____