

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

1.	Attendee	<i>ROY AUIS</i>						
2.	Conference/Seminar Attended	<i>ECONOMIC DEVELOPMENT MEETING</i>						
	Location (Facility and City)	<i>THUNDER BAY ONT</i>						
	Dates	<i>MAY 24, 25</i>						

3.		Sun.	Mon.	Tues. ²⁴	Wed. ²⁵	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast				<i>*12.00</i>				<i>12.00</i>
	Lunch								
	Dinner			<i>*35.00</i>					<i>35.00</i>
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total


5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason	Total
	Mileage Claimed	<i>720</i>		<i>KM x \$0.47 =</i>	<i>338.40</i>
				<i>IN USE</i>	

6.	Approved		Total Expenses	<i>385.40</i>
			Advance Received	
			Balance Claimed	<i>385.40</i>
			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.

MAY 27 2016
Date


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	<i>Ray Avis</i>
Conference / Seminar Attended	<i>ECONOMIC DEVELOPMENT MEETING</i>
Location	<i>THUNDER BAY ONT.</i>
Dates	<i>MAY 24 25</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		<i>MAY 24</i>	<i>MAY 25</i>					
Amount		<i>75-</i>	<i>150-</i>					<i>225.00</i>

Name (Please Print)	Signature
<i>Ray Avis</i>	<i>[Signature]</i>
Approved	Date
	<i>MAY 27 2016</i>

To be submitted to Payroll for processing when approved by Council

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>Roy Aris</i>	Signature 
Approved	Date <i>MAY 27 2016</i>