

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: September 6, 2016
SUBJECT: Councillor Wendy Brunetta – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$600.00 and Schedule “B” Travel Expenses of \$426.96 to attend the AMO Conference held in Windsor, Ontario from August 14 - 17, 2016 as submitted by Councillor Wendy Brunetta. Councillor Brunetta attended as the Rainy River District Municipal Association representative.

Conference Expenses

1. Meals	\$288.00
2. Ground Transportation	90.21
3. Airport Parking	48.75
4. Per Diem (4 days)	<u>600.00</u>
Total Per Diem & Travel Claims	<u>\$1,026.96</u>

The registration fee of \$791.00 Airfare of \$682.83 were paid by the Town resulting in the total cost of \$2,500.79 to attend the AMO Conference. Councillor Brunetta’s Travel costs (\$1,900.79) will be invoiced to Rainy River District Municipal Association.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$1,026.96 as submitted by Councillor Wendy Brunetta for his attendance at the AMO Conference held in Windsor, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$1,026.76 as submitted by Councillor Wendy Brunetta for her attendance at the AMO Conference held in Windsor, Ontario from August 14 - 17, 2016.

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

1.	Attendee	WENDY BRUNETTA (on behalf of RRDMA*)							
2.	Conference/Seminar Attended	AMO							
	Location (Facility and City)	Caesars Windsor							
	Dates	Aug. 14-17, 2016							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation	Shared with Councillor Caul							
	Transportation								
	Breakfast	12.00	15.00	15.00	15.00				57.00 *
	Lunch	16.00	20.00	20.00	20.00				76.00 *
	Dinner	40.00	40.00	40.00	35.00				155.00 *
	Per Diem	150.00	150.00	150.00	150.00				600.00 *
	Other								
4.	Prepaid Expenses	Registration *		Air Travel *		Other		Total	
5.	Town Used Vehicle	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Reason		Rode with Councillor Caul		Total	
	Mileage Claimed	KM x \$0.47 =		Gas Receipts		98.58		90.21	
				Parking - T. Bay Airport		48.75			
6.	Approved			Total Expenses					
				Advance Received					
				Balance Claimed		435.33		435.33	
				Balance Refunded					

The agenda must be attached to process payment

426.96

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.

Aug. 26, 2016
Date

Wendy Brunetta
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

SHELL CANADA PRODUCTS
HWY 11 EAST
FORT FRANCES, ON P3A 3M3
(807) 274-2221

Tax Description	Qty	Amount
H Bronze No1		
34.416 L @ \$1.139/ L		\$39.20
AIR MILES	1	\$0.00
Sub Total		\$39.20
13.0% HST tax on	\$0.00	\$0.00
5.0% HST-F tax on	\$0.00	\$0.00
TOTAL		\$39.20
MASTERCARD:		\$39.20
Change		\$0.00

01 APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXXX4158
TERMINAL No. 89102381
PURCHASE C
INV No. 1023811856
APPROVAL No. 06344Z
MasterCard
AID A0000000041010
TVR 0000008000
TSI E800

VERIFIED BY PIN

IMPORTANT

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SHELL CANADA PRODUCTS
888 RED RIVER ROAD
THUNDER BAY, ON P7B 1K2
(807) 767-6071

Tax Description	Qty	Amount
H Bronze No5		
44.392 L @ \$1.143/ L		\$51.01
H HERSHEY MIX TUBE 56G	1	\$2.10
AIR MILES	1	\$0.00
Sub Total		\$53.11
13.0% HST tax on	\$2.10	\$0.27
5.0% HST-F tax on	\$0.00	\$0.00
TOTAL		\$53.38
MASTERCARD:		\$53.38
Change		\$0.00

01 APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXXX4158
TERMINAL No. 89003982
PURCHASE C
INV No. 0039826138
APPROVAL No. 03977Z
MasterCard
AID A0000000041010
TVR 0000008000
TSI E800

VERIFIED BY PIN

IMPORTANT

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AEROPORT INTERNATIONAL
THUNDER BAY
INTERNATIONAL AIRPORT
www.tbairport.on.ca

**** TICKET ****
LANE/VOIE: West 1 Pay Station
Entered/Arrivee:
2816/08/14 11:27

Ticket/Billet#: 86676495
Dur/Duree: 78:38:48
Paid On/Paye Le:
2816/08/17 18:01

Paid/Paye: \$ **43.75**
Original Fee: \$ 43.75
HST: \$ 5.03

Change: \$ 0.00
MASTERCARD
SC: \$ 0.00

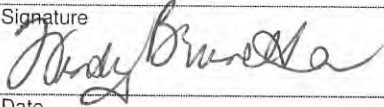
Merchant ID: 00351395
*****4158 Swiped
MASTER CARD
Purchase 16/08/17 18:01:14
Seq# 000024 003
Auth# 033932

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

Attendee	WENDY BRUNETTA
Conference / Seminar Attended	AMO
Location	Windsor, ON.
Dates	Aug 14-17, 2016

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Aug 15	Aug 16	Aug 17				Aug 14	
Amount	150.00	150.00	150.00				150.00	\$600

Name (Please Print) Wendy Brunetta	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council