

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 7, 2014
SUBJECT: Councillor Paul Ryan – Northwestern Ontario Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$450.00 and Schedule “B” Travel Expenses of \$86.00 to attend the Northwestern Ontario Regional Conference held in Thunder Bay, Ontario from September 24 – 26, 2014 as submitted by Councillor Paul Ryan.

Conference Expenses

1. Meals	\$ 86.00
2. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$536.00</u>

The registration fee of \$200.00 and hotel accommodations of \$268.94 were paid by the Town resulting in the total cost of \$1,004.94 to attend the Northwestern Ontario Regional Conference as authorized by Council.

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

Administration recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$536.00 as submitted by Councillor Paul Ryan for his attendance at the Northwestern Regional Ontario Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration’s recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$536.00 as submitted by Councillor Paul Ryan for his attendance at the Northwestern Ontario Regional Conference held in Thunder Bay, Ontario.

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

1. Attendee	PAUL RYAN							
2. Conference/Seminar Attended	NOMA - 32 ND ANNUAL NORTHWESTERN ONTARIO REGIONAL CONFERENCE							
Location (Facility and City)	VALHALLA INN - THUNDER BAY - ONTARIO							
Dates	September 24, 25, 26 / 2014							
3. <u>Sept. 2014</u>	Sun.	Mon.	Tues.	Wed. 24	Thurs. 25	Fri. 26	Sat.	Total
Accommodation								
Transportation								
Breakfast				Ø	Ø	Ø		Ø
Lunch				Ø	Ø	16.00		16.00
Dinner				35.00	35.00	Ø		70.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
By Town of Ft. Frances	Yes				HOTEL		—	
5. Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
Mileage Claimed	KM x \$0.47 =							
6. Approved								
	Total Expenses							86.00
	Advance Received							Ø
	Balance Claimed							86.00
	Balance Refunded							Ø

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.

September 30 / 2014
Date

Paul Ryan
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier



Township of Fort Frances

Canada

Ryan, Paul

Company Name: Township of Fort Frances

Group Name: NOMA Fall Conf

INFORMATION INVOICE

HST No.: RT 895695716

Room No. 356
Arrival : 09/24/14
Departure : 09/26/14
Invoice No. :
Conf. No. : 98402
Cashier No. : 12
Purchase :
Order :
A/R No. :

Date	Description	Charges	Credits
09/24/14	Room Charge	119.00	
09/24/14	Harmonized Sales Tax	15.47	
09/25/14	Room Charge	119.00	
09/25/14	Harmonized Sales Tax	15.47	
09/26/14	Visa - Front Desk		268.94
		Total Charges	268.94
		Total Credits	268.94
		Balance	0.00

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* PAID IN ADVANCE BY THE TOWN OF FORT FRANCES

Signature: _____

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

1 Valhalla Inn Road, Thunder Bay, P7E 6J1 || Telephone: 807-577-1121 || Fax: 807-475-4723 || www.valhallainn.com

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

Attendee	Paul Ryan
Conference / Seminar Attended	NOMA - 32 ND ANNUAL NORTHWESTERN ONTARIO Regional Conference
Location	VALHALLA INN, THUNDER BAY, ONTARIO
Dates	September 24, 25, 26 / 2014

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept 24/14	Sept 25/14	Sept 26/14			—
Amount			150. ⁰⁰	150. ⁰⁰	150. ⁰⁰			450. ⁰⁰

Name (Please Print)	Paul Ryan	Signature	Paul Ryan
Approved		Date	September 30 / 2014

To be submitted to Payroll for processing when approved by Council