



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2014/129**

To: Mayor and Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: December 10, 2014
Subject: Councillor Hallikas Rainy River District Queen's Park Delegation Travel Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expenses of \$110.00 to attend the Rainy River District Delegation at Queen's Park for November 3 & 4, 2014 as submitted by Councillor Andrew Hallikas.

The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim for November 3 & 4, 2014 in the total amount of \$110.00 as submitted by Councillor Andrew Hallikas to attend the Rainy River District Delegation at Queen's Park.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim for November 3 & 4, 2014 in the total amount of \$110.00 as submitted by Councillor Andrew Hallikas to attend the Rainy River District Delegation at Queen's Park.

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

1.	Attendee	<i>Andrew Hollikas</i>						
2.	Conference/Seminar Attended	<i>Queen's Park Press Conference to On. Legislature</i>						
	Location (Facility and City)	<i>Toronto, On</i>						
	Dates	<i>Nov 3, 4 / 14</i>						

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast			<i>15.00</i>					<i>15.00</i>
	Lunch			<i>20.00</i>					<i>20.00</i>
	Dinner		<i>40.00</i>	<i>35.00</i>					<i>75.00</i>
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

5.	Town Used Vehicle	Yes	No	Reason	Total
	Mileage Claimed	KM x \$0.45 =			

6.	Approved		Total Expenses	
			Advance Received	
			Balance Claimed	
			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.

Tues Nov 18, 2014
 Date _____


 Employee Signature _____

 Date

 Supervisor Signature

 Date

 Division Manager Signature

Date	Treasurer	A / P	Cashier
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