

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: November 19, 2014
Subject: Councillor Paul Ryan – 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 \$115.00 to attend the Rainy River District Delegation at Queen’s Park for November 3 & 4, 2014 as submitted by Councillor Paul Ryan.

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 \$115.00 as submitted by Councillor Paul Ryan 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 \$115.00 as submitted by Councillor Paul Ryan to attend the Rainy River District Delegation at Queen’s Park.


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

1. Attendee	PAUL RYAN							
2. Conference/Seminar Attended	Queens Park Press Conference & Parliament Meetings							
Location (Facility and City)	TORONTO ONTARIO							
Dates	November 3, 4 / 2014							
3.	Sun.	Mon. 3	Tues. 4	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast		Ø	15.00					15.00
Lunch		Ø	20.00					20.00
Dinner		40.00	40.00					80.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
	By Town of Frances		Yes		HOTEL		—	
5. Town Used Vehicle	Yes	No	Reason	N/A				Total
Mileage Claimed	KM x \$0.47 =							
6. Approved					Total Expenses		115.00	
					Advance Received		Ø	
					Balance Claimed		115.00	
					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.

November 3 / 2014
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

Sheraton Centre Toronto Hotel
123 Queen Street West
Toronto, ON M5H 2M9
(416) 361-1000
<http://www.starwood.com/>



Ryan, Paul	Page Number	1	Invoice Nbr	1000638151
1226 FIFTH ST E	Guest Number	5925568	Arrive Date	11-03-2014 18:23
FORT FRANCES, ON P9A 1V9	Folio ID	A	Depart Date	11-04-2014
	No. Of Guest	1		
	Room Number	868		
	Club Account	SPG - A43244005439		

Information Invoice

Tax Identification 844048108

Date	Reference	Description	Charges	Credits
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For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full. Please note that your guest room will be checked out at 12 noon.

HST Summary

HST Room:	0.00
HST Food and Beverage	0.00
HST Telephone:	0.00
HST Other:	0.00
	0.00

PAID IN ADVANCE BY TOWN OF FORT FRANCES

As a Starwood Preferred Guest you have earned at least 0

Thank you for choosing Starwood Hotels We look forward to welcoming you back soon! Tell us about your stay. www.sheraton.com/reviews

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Continued on the next page