



TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2013/90

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 9, 2013
SUBJECT: Councillor Andrew Hallikas – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$70.00 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 for the NOMA Regional Conference attendance in Thunder Bay from September 25 - 27, 2013 as submitted by Councillor Andrew Hallikas.

Travel Expenses

1. Meals	\$ 70.00
2. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 520.00</u>

The registration fee of \$175.00 and Thunder Bay hotel accommodation of \$262.14 were paid by the Town resulting in the total cost of \$957.14 to attend the NOMA Regional Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule ‘A’ 2. and By-Law No. 02/10 4.4.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$520.00 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 - 27, 2013 as submitted by Councillor Andrew Hallikas.


Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claim for Councillor Andrew Hallikas, in the total amount of \$520.00 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 to 27, 2013.

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

1.	Attendee	<i>Andrew Hallikas</i>							
2.	Conference/Seminar Attended	<i>NOMA Conference (Fall)</i>							
	Location (Facility and City)	<i>Thunder Bay</i>							
	Dates	<i>Sept 25, 26, 27 (2013)</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner				<i>35.00</i>	<i>35.00</i>			<i>70.00</i>
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	<i>KM x \$0.45 =</i>							
6.	Approved					Total Expenses			
						<i>70.00</i>			
						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.

Sept 30/13
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date

Treasurer

A/P

Cashier

31st Annual Northwestern Ontario Regional Conference

"Connecting the Dots"

September 25, 26 & 27 - Victoria Inn



This conference is an excellent opportunity for learning and networking and provides a venue to share issues of common interest with municipal, business and community leaders from across the Northwest. Our region is on the threshold of many significant opportunities in natural resources, education and healthcare. Join us as we explore ways to strengthen our communities and identify opportunities by "Connecting the Dots".

Hotel and program information available at:
www.noma.on.ca

AGENDA AT A GLANCE

Wednesday, September 25

5:00pm- 7:00pm Chamber After Business & Prosperity
Northwest Forum at Valhalla Inn

Reconnect with colleagues from across the Northwest and visit a broad range of exhibitors. Hors d'oeuvres and Cash Bar available.

Thursday, September 26

8:00 am-5:00pm Plenary & Concurrent Sessions

Friday, September 27

8:00 am-2:00pm Plenary & Concurrent Sessions

REGISTRATION FORM

Contact Name: Kathryn Lawson

Municipality/Ministry/Company:
Town of Fort Frances

Address:
320 Portage Avenue

City/Province/Postal Code:
Fort Frances, Ontario F9A 3P9

Phone: 274-5323 Member of (circle one): NOACC NODN NOMA

Email: klawson@fort-frances.com

ATTENDEE NAME(S) & ELECTED TITLE(S)

① Mayor Roy Avis

② Councillor John Albanese

③ Councillor Andrew Hallikas

④ Councillor Paul Ryan

⑤ CAO - Mark McCaig

FEE SCHEDULE

Full Conference

Member/Ministry: \$175 ☒

Non-member: \$275 ☐

Includes: Wednesday reception; Thursday breakfast & lunch; Friday breakfast & lunch

One Day Only

Member/Ministry: \$100 ☐

Non-Member: \$125 ☐

Includes one day breakfast & lunch

Total Fee \$875.00

Cheque attached OR Visa/Mastercard #:

Expiry date:

Return with payment to: NOMA P.O. Box 10308,
Thunder Bay, ON P7B 6T8 Ph/Fx: (807)683-6662
Email: admin@noma.on.ca A \$50 administration fee
will be charged on cancellations prior to September 1,
cancellations after that date will not be refunded.



VICTORIA INN

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Andrew Hallikas

MAde by Kathy Lawson

EXT 257

Group: Noma*

Page #	1
Res. #	383695
Checked in	Wed Sep 25/13 - 11:02 am
Checked out	Fri Sep 27/13 - 11:30 am
Nights	2
Room Rate	115.99
Room	366

Date	Description	Reference	Charges	Credits
Sep25	PAID BY VISA - Th auth #092725	*****8250		262.14
Sep25	Room - Government Rate		115.99	
Sep25	HST		15.08	
Sep26	Room - Government Rate		115.99	
Sep26	HST		15.08	
			0.00	
			262.14	262.14

N.O.M.A.
Attn: Charla Robinson
P.O. Box 10308
Thunder Bay, On. (NOMA01)
P7B 6T8
P.O. number: cc auth form

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Our H.S.T. # is 835058603

Charge Summary:
HST

30.16

Town of Fort Frances
Travel Statement - Mayor/Council Honorarium

Attendee Andrew Hallikas
Conference/Seminar Attended NOMA
Location Thunder Bay
Dates Sept 25, 26, 27 (2013)

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept 25	Sept 26	Sept 27			
Amount			150. ⁰⁰	150. ⁰⁰	150. ⁰⁰			450. ⁰⁰

Submitted by: Andrew Hallikas

Date: Sept 30/13

Approved by: _____

Date: _____

To be submitted to Payroll for processing when approved by Council

or Payroll	
Pay period	