

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 7, 2014
SUBJECT: Councillor Andrew Hallikas – 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 \$173.90 to attend the Northwestern Ontario Regional Conference held in Thunder Bay, Ontario from September 24 – 26, 2014 as submitted by Councillor Andrew Hallikas.

Conference 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 \$200.00 and hotel accommodations of \$268.94 were paid by the Town resulting in the total cost of \$988.94 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 \$520.00 as submitted by Councillor Andrew Hallikas for his attendance at the Northwestern Ontario Regional Conference held in Thunder Bay, Ontario.

<p>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 \$520.00 as submitted by Councillor Andrew Hallikas for his attendance at the Northwestern Ontario Regional Conference held in Thunder Bay, Ontario.</p>

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

1.	Attendee	<i>Andrew Hallikas</i>							
2.	Conference/Seminar Attended	<i>Mount Fall Conference</i>							
	Location (Facility and City)	<i>Thunder Bay</i>							
	Dates	<i>Sep 24, 25, 26 (2014)</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner				<i>35</i>	<i>35</i>			<i>70.⁰⁰</i>
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
								<i>70.⁰⁰</i>	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved					Total Expenses			
						Advance Received			
						Balance Claimed			
						Balance Refunded			

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.

Oct 3 / 14

Date

[Signature]

Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature


Date	Treasurer	A / P	Cashier

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

Attendee <i>Andrew Hallikas</i>	<i>Andrew Hallikas</i>
Conference / Seminar Attended	<i>Namit Fall Conference</i>
Location	<i>Thunder Bay</i>
Dates	<i>Sept 24, 25, 26 (2014)</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<i>5-24</i>	<i>5-25</i>	<i>5-26</i>			
Amount			<i>150</i>	<i>150</i>	<i>150</i>			<i>8450.00</i>

Name (Please Print) <i>Andrew Hallikas</i>	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council