

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: November 6, 2014
Subject: Mark McCaig, CAO –Rainy River District Delegation Travel Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$147.00 to attend the Rainy River District Delegation at Queen’s Park for November 3 & 4, 2014 as submitted by Mark McCaig, CAO.

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 \$147.00 as submitted by Mark McCaig, CAO 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 \$147.00 as submitted by Mark McCaig, CAO to attend the Rainy River District Delegation at Queen’s Park.

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

1.	Attendee	<i>MARK MCCAIG</i>						
2.	Conference/Seminar Attended	<i>RAINY RIVER DISTRICT DELEGATION</i>						
	Location (Facility and City)	<i>QUEEN'S PARK</i>						
	Dates	<i>Nov. 3, 4</i>						

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								<i>12.00</i>
	Breakfast								<i>15.00</i>
	Lunch								<i>20.00</i>
	Dinner								<i>40.00</i>
	Per Diem								<i>10.00</i>
	Other								<i>10.00</i>

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

5.	Town Used Vehicle	Yes	No	Reason	Total
	Mileage Claimed			KM x \$0.47 =	

6.	Approved		Total Expenses	Total
			Advance Received	
			Balance Claimed	<i>MM 147.00</i>
			Balance Refunded	<i>107.00</i>

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.

Nov. 5, 2014
Date

Mark McCaig
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier