



**TOWN OF FORT FRANCES**  
**ADMINISTRATION & FINANCE DIVISION**  
**TREASURY REPORT 2013/119**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** December 4, 2013  
**SUBJECT:** Councillor Rick Wiedenhoeft – Travel, Per Diem & Entertainment Expenses

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**BACKGROUND**

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$297.80, Travel Statement – Mayor/Council Honorarium per diem in the amount of \$300.00, and Schedule “D” Entertainment Expense \$108.65 for Dinner meeting with Jamshed Merchant, Consul General of Canada in Minneapolis, Minnesota on November 21 & 22, 2013 as submitted by Councillor Rick Wiedenhoeft.

The travel and per diem claims are in compliance with the Town of Fort Frances Travel Policy No. 3.11 and By-Law 02/10-B Schedule ‘A’.

Travel/Entertainment Expense Summary

|    |                                 |                  |
|----|---------------------------------|------------------|
| 1. | Hotel Accommodations            | \$ 149.06        |
| 2. | Vehicle Gas (Town owed vehicle) | 108.74           |
| 3. | Meals                           | 40.00            |
| 4. | Per Diem (2 days)               | 300.00           |
| 5. | Entertainment Expense           | <u>108.65</u>    |
|    | Total                           | <u>\$ 706.45</u> |

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the November 21 & 22, 2013 travel expense claim in the amount of \$297.80, Travel Statement – Mayor/Council Honorarium per diem in the amount of \$300.00 and Entertainment Expense \$108.65 for Dinner meeting with Jamshed Merchant, Consul General of Canada in Minneapolis, Minnesota on November 21 & 22, 2013 as submitted by Councillor Rick Wiedenhoeft.

Council Approval of this Report Will Agree to the Administration recommendation to approve the travel expense, per diem and entertainment expense claims relating to the authorized meeting with Jamshed Merchant, Consul General of Canada in Minneapolis, Minnesota on November 21 & 22, 2013 as submitted by Councillor Rick Wiedenhoeft in the total amount of \$706.45 as outlined in this report.

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

|                                |   |                             |                            |      |        |                  |      |                     |
|--------------------------------|---|-----------------------------|----------------------------|------|--------|------------------|------|---------------------|
| 1. Attendee                    | <i>Rick Widenhoef</i>   |                             |                            |      |        |                  |      |                     |
| 2. Conference/Seminar Attended | <i>Meeting with Jamshel Merchant Consul General of Canada</i> |                             |                            |      |        |                  |      |                     |
| Location (Facility and City)   | <i>Consul General Office, Minneapolis U.S.A.</i>              |                             |                            |      |        |                  |      |                     |
| Dates                          | <i>Thursday Nov. 21 + 22, 2013.</i>                           |                             |                            |      |        |                  |      |                     |
| 3.                             | Sun.  | Mon.                        | Tues.                      | Wed. | Thurs. | Fri.             | Sat. | Total               |
| Accommodation                  |   |                             |                            |      | 137.20 |                  |      | 137.20 (U.S. funds) |
| Transportation                 |   |                             |                            |      |        |                  |      | CND 149.06          |
| Breakfast                      |   |                             |                            |      |        |                  |      |                     |
| Lunch                          |   |                             |                            |      | 20.00  | 20.00            |      | 40.00               |
| Dinner                         |   |                             |                            |      |        |                  |      |                     |
| Per Diem                       |   |                             |                            |      |        |                  |      |                     |
| Other                          |   |                             |                            |      |        |                  |      |                     |
| 4. Prepaid Expenses            | Registration  |                             | Air Travel                 |      | Other  |                  |      | Total               |
|                                |   |                             |                            |      |        |                  |      |                     |
| 5. Town Used Vehicle           | <input checked="" type="checkbox"/> Yes                       | <input type="checkbox"/> No | Reason                     |      |        |                  |      | Total               |
| Mileage Claimed                | KM x \$0.47 =   |                             | <i>U.S. fuel 60.74 CND</i> |      |        |                  |      | 56.16 (U.S.)        |
|                                |   |                             | <i>Canadian fuel</i>       |      |        |                  |      | 48.00               |
| 6. Approved                    |   |                             |                            |      |        | Total Expenses   |      |                     |
|                                |   |                             |                            |      |        | Advance Received |      |                     |
|                                |   |                             |                            |      |        | Balance Claimed  |      | 297.80              |
|                                |   |                             |                            |      |        | 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.

*please see Note* ↓

*Nov. 25, 2013*  
Date

*R. Widenhoef*  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager Signature

|      |           |       |         |
|------|-----------|-------|---------|
|      |           |       |         |
| Date | Treasurer | A / P | Cashier |

Note: Please bill International Falls Council for 1/2 of fuel costs. In care of: Betty Berghstrom acting C.A.O. International Falls.  
*Rw.*

Murphy USA 6961

1310 Hwy 33 South

Cloquet, MN 55720

11/22/2013 13:44:46 Store#6961

Comments or Concerns, Contact Us:

Customer Service # (800) 843 4298

Email: CustomerCare@MurphyOilCorp.com

Your Cashier: MARILOU MA

1 CUSTOMER SATISFACTIO \$.25

1 UNLEAD \$30.01

Pump #6

9.939 GAL @ \$3.019

TOTAL \$29.76

CASH TENDER \$40.01

CHANGE DUE \$-10.25

U.S. funds

Mega Millions

\$181 Million

Buy Your Ticket

Here!

29.76

X 1.0865

= 32.33

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FOR A CHANCE TO WIN \$100 GAS

Go to [www.tellmurphyusa.com](http://www.tellmurphyusa.com)

SURVEY CODE:

329 063 482 201

\*\*\*\*\*

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Tran #6961-20131122-1-2-57

Murphy USA 6961

1310 Hwy 33 South

Cloquet, MN 55720

11-21-13

12:42

SITE: 6961

TRACE: 9492

PUMP: 8

PROD: UNLEAD

PRICE/GAL: \$3.019

NET/GAL: \$3.019

QTY(GAL): 8.662

FUEL TOTAL: \$26.15

NET TOTAL: \$26.15

Save .10 cents

Per Gallon

When You Buy 3

20oz Pepsi CSD Items

U.S. Funds

26.15 x

1.0865 =

Tran #6961-20131121-1-1-903

28.41

CREDIT CARD TRANSACTION RECORD

Canada Safeway Store 0674

417 Scott Street

Fort Frances, ON

P9A-1H3

CASH REG.: 345 EMPLOYEE: 6127

MasterCard PURCHASE

CARD NUMBER: \*\*\*\*\*1122

AMOUNT

\$48.00

13/11/23 10:52:43 AUTHOR. #: 11524Z

REFERENCE #: 66157525 0013370200

MasterCard

A000000004 310

0000008000

01 APPROVED - THANK YOU 027

IMPORTANT - retain this copy for  
your records.

0674 045 6127 0034

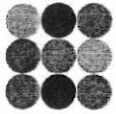
1) \$ 32.33

2) \$ 28.41

3) \$ 48.00

\$ 108.74





# HYATT PLACE™

Hyatt Place Minneapolis Downtown  
425 7th Street South  
Minneapolis, MN 55415  
Phone: 612-333-3111  
Fax: 612-333-7425  
[minneapolisdowntown.place.hyatt.com](http://minneapolisdowntown.place.hyatt.com)

## INFORMATION INVOICE

Payee Rick Wiedenhoeft  
704 Portige Ave  
Fort Frances ON P9A 2A5  
Canada

Room No. 0434  
Arrival 11-21-13  
Departure 11-22-13  
Page No. 1 of 1  
Folio Window 1  
Folio No.

Confirmation No. 3139921701

Group Name

| Date         | Description | Charges | Credits |
|--------------|-------------|---------|---------|
| 11-21-13     | Guest Room  | 121.00  |         |
| 11-21-13     | Tax         | 16.20   |         |
| 11-22-13     | Master Card |         | 137.20  |
| <b>Total</b> |             | 137.20  | 137.20  |

Guest Signature

**Balance**

0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

**WE HOPE YOU ENJOYED YOUR STAY WITH US!**

Thank you for choosing Hyatt Place Minneapolis Downtown. Our goal is to provide every guest with an exceptional stay and we are interested in any comments regarding your visit.

### Hyatt Gold Passport Summary

No Membership to be credited

Join Hyatt Gold Passport today and start earning points for stays, dining and more. Visit [goldpassport.com](http://goldpassport.com)

Please remit payment to:  
Hyatt Place Minneapolis Downtown  
425 7th Street South  
Minneapolis, MN 55415

*U.S. Funds.*

137.20 us  
x 1.0865 = \$149.06

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

|                               |  |
|-------------------------------|--|
| Attendee                      | <i>Rick Wiedenhoef</i>                           |
| Conference / Seminar Attended | <i>Meeting with Canadian Consul General.</i>     |
| Location                      | <i>Minneapolis, <sup>MN.</sup> U.S.A.</i>        |
| Dates                         | <i>Thursday NOV 21 &amp; Friday NOV 22, 2013</i> |

**Details of Per Diem**

|        | Monday | Tuesday | Wednesday | Thursday       | Friday        | Saturday | Sunday | Total         |
|--------|--------|---------|-----------|----------------|---------------|----------|--------|---------------|
| Date   |        |         |           | <i>NOV. 21</i> | <i>NOV 22</i> |          |        |               |
| Amount |        |         |           | <i>150.00</i>  | <i>150.00</i> |          |        | <i>300.00</i> |

|  |                                   |
|--|-----------------------------------|
| Name (Please Print)<br><i>RICK WIEDENHOEFF</i> | Signature<br><i>R. Wiedenhoef</i> |
| Approved                                       | Date                              |

To be submitted to Payroll for processing when approved by Council

**TOWN OF FORT FRANCES - SCHEDULE "C"**  
**TRAVEL ADVANCE REQUEST**

|                               |                   |
|-------------------------------|-------------------|
| Name                          | Purpose of Travel |
| Location of Event             | Dates             |
| Signature of Division Manager |                   |
| Amount of Travel Advance      |                   |
| Treasurer Signature           | G.L. Code         |

Agenda Must be Attached to Process Payment of Advance  
Please include completed Travel expense statement (schedule B) so as to properly account for the HST

**TOWN OF FORT FRANCES - SCHEDULE "D"**  
**ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

|   |   |
|---|---|
| Name <i>Rick Wiederhoeft</i>  | Date <i>Thursday November 21, 2013</i>  |
| Names, Position, and Organization of Individuals Being Entertained  |   |
| 1. <i>Tamshed Merchant, Canadian Consul General</i>   |   |
| 2. <i>Pherosa Merchant (wife)</i>   |   |
| 3. <i>Cynthia Taksa Councilor, International Falls</i>  |   |
| 4.  |   |
| Purpose of Entertainment<br><i>To secure support and funds for the July 1st to July 4th celebration in Fort Frances &amp; International Falls for 2014.</i> |   |
| Amount Claimed<br><i>\$100.00 (U.S. funds)</i>  | <i>Cynthia Taksa will cover the additional \$100.00 (99.98) (payable to Rick Wiederhoeft)</i> |
| Treasurer Signature   | Date  |

An itemized receipt must be attached to process payment

$$100.00 \times 1.0865 = \$108.65$$

*1/2 paid by  
Cynthia Taksa.  
International  
Falls.*

# CRAVE

FRESH • VIBRANT • AMERICAN

CRAVE-Minneapolis  
612.332.1133  
825 Hennepin Ave. S.  
Minneapolis, MN 55402

Server: Bradley  
87/1  
Guests: 4  
Reprint #: 2

11/21/2013  
10:21 PM  
10126

|                                |       |
|--------------------------------|-------|
| D-Crab & Artichoke             | 12.95 |
| Angry Dragon Martini           | 10.95 |
| Bud Light Bottle               | 5.25  |
| Bombay Sapphire (3 @8.50)      | 25.50 |
| D-CRAVE Burger                 | 12.95 |
| Mini French Silk (3 @3.50)     | 10.50 |
| Regular Coffee (3 @2.95)       | 8.85  |
| Soda Water                     | 2.95  |
| D-Grilled Salmon Salad         | 14.95 |
| Summit EPA Tap                 | 6.50  |
| D-Spicy Lamb Burger (2 @13.95) | 27.90 |
| Bridlewood Pinot N-Glass       | 8.95  |
| Hot Tea                        | 3.95  |

|          |        |
|----------|--------|
| Subtotal | 152.15 |
| Tax      | 17.83  |
| Total    | 169.98 |

Balance Due 169.98

*TIP 30.00*  
If you would like to donate to  
the Morton Cure Paralysis Fund  
Donation Amount:

\$

For more information please visit  
[www.mcpf.org](http://www.mcpf.org)

Administration & Finance Division  
Civic Centre

Operations & Facilities Division  
Fifth Street & Wright Avenue  
Phone: 807-274-9893  
Fax: 807-274-7360

Civic Centre  
320 Portage Avenue  
Phone: 807-274-5323  
Fax: 807-274-8479  
email: town@fort-frances.com



Planning & Development Division  
Civic Centre

Community Services Division  
740 Scott Street P9A 1H8  
Phone: 807-274-4561

Mailing Address:  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

www.fort-frances.com

October 30, 2013

Councillor Rick Wiedenhoef  
Town of Fort Frances

Dear Sir:

At the recent meeting of Council held on Monday, October 28, 2013, the following resolution was approved:

"THAT the request dated October 23, 2013 from Councillor R. Wiedenhoef re: Invitation from City of International Falls Councillor Cynthia Jaksa to attend a joint meeting with Jamshed Merchant, Canadian Consul General, in St. Paul on November 22<sup>nd</sup>, 2013 be received and that the following be authorized to attend: Councillor R. Wiedenhoef;  
AND FURTHER THAT the following are to apply with respect to attendance at this function: Per diem allowance for members of Council and Travel allowance."

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Kathryn M. Lawson, Deputy Clerk

/kl

c.c. Councillor Cynthia Jaksa, City of International Falls  
L. Witherspoon, Treasurer





## Rates

### Foreign Exchange Rates

Cash rates as of: November 29, 2013

The rates provided are against Canadian dollars, only apply to over the counter cash exchanges and are intended to be used for information purposes only. Please read the additional notes at the bottom of the page as well.

| Country        | Currency                 | We will buy from you | We will sell to you |
|----------------|--------------------------|----------------------|---------------------|
| United States  | US Dollar (USD)          | 1.0325               | 1.0865              |
| European Union | Euro (EUR)               | 1.375706             | 1.499282            |
| United Kingdom | Pound Sterling (GBP)     | 1.649466             | 1.780866            |
| Australia      | Australian Dollar (AUD)  | 0.901358             | 1.02485             |
| Austria        | Euro (EUR)               | 1.375706             | 1.499282            |
| Belgium        | Euro (EUR)               | 1.375706             | 1.499282            |
| Denmark        | Danish Krone (DKK)       | 0.17733              | 0.202523            |
| Fiji           | Fiji Dollar (FJD)        | 0.51408              | 0.62279             |
| Finland        | Euro (EUR)               | 1.375706             | 1.499282            |
| France         | Euro (EUR)               | 1.375706             | 1.499282            |
| Germany        | Euro (EUR)               | 1.375706             | 1.499282            |
| Greece         | Euro (EUR)               | 1.375706             | 1.499282            |
| Greenland      | Danish Krone (DKK)       | 0.17733              | 0.202523            |
| Hong Kong      | Hong Kong Dollar (HKD)   | 0.127627             | 0.146576            |
| Ireland        | Euro (EUR)               | 1.375706             | 1.499282            |
| Italy          | Euro (EUR)               | 1.375706             | 1.499282            |
| Japan          | Yen (JPY)                | 0.009874             | 0.010804            |
| Liechtenstein  | Swiss Franc (CHF)        | 1.093276             | 1.210316            |
| Luxembourg     | Euro (EUR)               | 1.375706             | 1.499282            |
| Mexico         | Mexican Peso (MXN)       | 0.075641             | 0.088246            |
| Netherlands    | Euro (EUR)               | 1.375706             | 1.499282            |
| New Zealand    | New Zealand Dollar (NZD) | 0.803903             | 0.909791            |
| Norway         | Norwegian Krone (NOK)    | 0.161296             | 0.180406            |
| Portugal       | Euro (EUR)               | 1.375706             | 1.499282            |
| Singapore      | Singapore Dollar (SGD)   | 0.788504             | 0.903557            |
| Slovenia       | Euro (EUR)               | 1.375706             | 1.499282            |
| Spain          | Euro (EUR)               | 1.375706             | 1.499282            |
| Sweden         | Swedish Krona (SEK)      | 0.150974             | 0.168977            |