



TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/73

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: July 12, 2013
SUBJECT: Mark McCaig, CAO – Purchase Card Expenses

BACKGROUND

Attached is a copy of Mark McCaig's purchase card expenses for hotel accommodations related to the Human Rights Tribunal meeting held on June 21, 2013 at the Valhalla Inn in Thunder Bay in the amount of \$134.47.

The entertainment expenses are in compliance with Travel Policy No. 3.11 4. e).

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the purchase card Hotel accommodation expense for Mark McCaig, CAO for the Human Rights Tribunal meeting held on June 21, 2013 at the Valhalla Inn in Thunder Bay in the amount of \$134.47.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee's recommendation to approve the purchase card expenses in the amount of \$134.47 for Mark McCaig, CAO attendance at the Human Rights Tribunal meeting held on June 21, 2013 at the Valhalla Inn in Thunder Bay.

MARK MCCAIG

CREDITS
\$0.00

PURCHASES
\$205.97

CASH ADV
\$0.00

TOTAL ACTIVITY
\$205.97

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-24	06-21	74529003172910346765509	VALHALLA INN THUNDER BAY ON	134.47
06-24	06-22	74500013173667413512062	THE VALHALLA INN - GPC THUNDER BAY ON	71.50

KML 125
G - 125. 1200. 1253 - 134.47
KML 125
G - 125. 1200. 1253 - 71.50
Approved July 8/13 Treasury Report
2013/65
MM

Date: 06/21/2013
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VALHALLA INN THUNDER BAY
1 VALHALLA INN ROAD
THUNDER BAY, ON P7E6J1

Acct# 11110336283
Room# 203

Rate Code: TRANG
Room Type: TQR
Room Rate: \$119.00

MCCAIG, MR MARK
TOWNSHIP OF FORT FRANCES

FORT FRANCES, ON P9A

Arrive: 6/20/2013
Depart: 6/21/2013
Direct Bill:
A/R Ref:

Date	Description	Reference	Credit Card	Charges/Credits
06/20/13	ROOM TRANS. GOVERN	#203 MCCAIG, MR MARK		\$119.00
06/20/13	HARMONIZED SALES T.	HARMONIZED SALES TAX		\$15.47
06/21/13	Visa	Visa	XXXXXXXXXXXX6269	(\$134.47)
HST #RT895695716				
BALANCE DUE:				0.00

Direct Bill Signature: _____

I agree that my liability for this bill is not waived.

