

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

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	ROMA Conference							
	Location (Facility and City)	Toronto, Ontario Sheraton Hotel							
	Dates	Sunday Jan 21 to Tuesday Jan 23/18							
		21	22	23					
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation	247.08	247.08						494.18
	Transportation TAXI	20.00		16.00					36.00
	Breakfast	/	/	/					0
	Lunch	17.00	/	17.00					34.00
	Dinner	45.00	/	/					45.00
	Per Diem	10.00	10.00	10.00					30.00
	Other GAS/PARK	47.81		33.25					81.06
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		621.50		316.68				1088.18	
				+ 160.50 / 486.18				1107.68	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved					Total Expenses		1808.42	
						Advance Received		/	
						Balance Claimed		1827.92	
						Balance Refunded		210.06	

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.

Jan 24, 2018
Date

Doug Brown
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	10-020-6240-1500-71531	Cashier
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REPOURT INTERNATIONAL
THUNDER BAY
INTERNATIONAL AIRPORT
www.tbairport.on.ca

**** TICKET ****
LANE/UIDE: West 2 Pay Station
Entered/Arrived:
2018/01/21 11:08

Ticket/Billet#: 68876974
Dur/Duree: 52:36:16
Paid On/Paye Le:
2018/01/23 15:45

Paid/Paye: \$ 33.25
Original Fee: \$ 33.25
HST: \$ 3.82

Change: \$ 0.00
VISA
SC: \$ 0.00

Merchant ID: 00351395
*****3059 MY
VISA CREDIT
VISA

Seq# 0017731040 C
Purchase/Sale 18/01/23 15:45:08
Auth# 052111

00000000031010
TUR: 808008000 TSI: 7800

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

---IMPORTANT---
Retain this copy for your records
CUSTOMER COPY

SHELL CANADA PRODUCTS
1110 WEST ARTHUR STREET
THUNDER BAY, ON P7E 6P9
(807) 473-4325

Tax Description Qty Amount

H Bronze No2
38.902 L @ \$1.229/ L \$47.81

Sub Total \$47.81
13.0% HST tax on \$0.00
5.0% HST-F tax on \$0.00

TOTAL \$47.81
VISA: \$47.81
Change \$0.00

Fuel Includes HST 13.0% \$5.50
Fuel Includes HST-F 5.0% \$0.00
HST - Fuel - ON No. 137400032RT

01 APPROVED - THANK YOU 001

VISA 1W XXXXXXXXXXXXX3059
TERMINAL No. 89203442 C

PURCHASE
INV No. 2034426239
APPROVAL No. 030751
VISA CREDIT
AID A0000000031010
TVR 8080008000
TSI 6800

D

RECEIPT

CALL NO. DATE 01/21/18
CAB NO. 827437 AMOUNT \$ 20
DRIVER'S NAME Ahmed Hussein
FROM B.B. Airport
TO Sheraton Centre TO

NOTE: AMOUNT SHOWN ABOVE INCLUDES HST
Driver is an Independent Contractor, any HST Input Credit
may be claimed as "NOTIONAL" or applied to driver's
registration number, not Co-op Cabs.
DRIVER'S HST NO.
(if applicable)

CASH 2