



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/49**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 7, 2013
SUBJECT: Mayor Roy Avis – NOMA Conference Travel & Per Diem

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$171.61 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 in regard to travel and attendance at the NOMA Conference held in Thunder Bay from April 24 to 26, 2013 as submitted by Mayor Roy Avis.

Conference Expenses

1. Meals	\$ 70.00
2. Own Vehicle Fuel	101.61
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 621.61</u>

The registration fee of \$225.00 and hotel accommodation of \$255.36 was paid by the Town resulting in the total cost of \$1,101.97 to attend the NOMA Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule 'A' 2. and By-Law No. 02/10 4.4.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$621.61 for attendance at the NOMA Conference held in Thunder Bay from April 24 to 26, 2013 as submitted by Mayor Roy Avis.

Council Approval of this Report Will Agree to Administration's recommendation to approve the per diem and travel claims for Mayor Roy Avis in the amount of \$621.61 to attend the NOMA Conference held in Thunder Bay from April 24 to 26, 2013 as outlined in this report.

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

1. Attendee	Roy Avis							
2. Conference/Seminar Attended	NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION CONF.							
Location (Facility and City)	THUNDER BAY ONT.							
Dates	APRIL 24 25 26							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation						51.25	50.36	101.61
Breakfast								
Lunch								
Dinner				35.00		35.00		70.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x \$0.45 =							
6. Approved	Total Expenses							171.61
	Advance Received							-
	Balance Claimed							171.61
	Balance Refunded							

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.

APRIL 27 2013
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A/P	Cashier
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ESSO EXPRESS PAY

West Arthur ESSO
645 WEST ARTHUR ST
Thunder Bay ON

Site #: 00303214
2013/04/26 15:10
VISA

Auth# 008261-F
Inv # PAD72900
Credit
Pump#04 RECLR
Litres 38.274
@ \$1.339/LTR
Fuel \$51.25

TL/NoTax \$51.25
Total \$51.25
HST IN FUEL \$5.90

IMPORTANT - retain
this copy for your
records

THANK YOU
Station# 88001930

50361N
AE



TD Canada Trust
EasyWeb

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TD FIRST CLASS TRAVEL VISA INFINITE CARD - 4520 8800 1226 0848 \$6,475.42

Last statement

Balance Date: May 07, 2013

Apr 29, 2013 SAFEWAY GAS BAR #0674 FORT
FRANC

50.36

~~\$6,475.42~~

TOWN OF FORT FRANCES - SCHEDULE "E"
TRAVEL WAIVER OF LIABILITY FORM

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) <i>Ray Jones</i>	Signature <i>[Signature]</i>
Approved	Date <i>April 24 2013</i>

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

Attendee	<i>ROY AVOIS</i>
Conference / Seminar Attended	<i>NORTHERN ONTARIO MUNICIPAL ASSOCIATION</i>
Location	<i>THUNDER BAY ONT.</i>
Dates	<i>APRIL 24 25 26</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<i>APRIL 24</i>	<i>APRIL 25</i>	<i>APRIL 26</i>			
Amount			<i>150</i>	<i>150</i>	<i>150</i>			<i>450.00</i>

Name (Please Print)	Signature
<i>ROY AVOIS</i>	<i>[Signature]</i>
Approved	Date
	<i>APRIL</i>

To be submitted to Payroll for processing when approved by Council