



ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/65

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** July 8, 2014  
**SUBJECT:** M. McCaig, CAO – Purchase Card Entertainment Expense Claim

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**BACKGROUND**

Attached is a copy of Schedule "D" Entertainment Reimbursement Expense Form for a purchase card expense in the amount of \$64.27 in regard to retirement luncheon for the Municipal Clerk on June 30, 2014 as submitted by M. McCaig, CAO.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Schedule "D" Entertainment Reimbursement Expense Form for a purchase card expense in the amount of \$64.27 as submitted by M. McCaig, CAO.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve purchase card expense as detailed on Schedule "D" Entertainment Expense Reimbursement Form in the amount of \$64.27 for Municipal Clerk retirement luncheon on June 30, 2014 as submitted by Mark McCaig, CAO.

**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

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

Name <i>Mark McCaig</i>	Date <i>June 30/14</i>
Names, Position, and Organization of Individuals Being Entertained	
1. <i>Glenn Treftlin</i>	
2. <i>Kathryn Lawson</i>	
3. <i>Mark McCaig</i>	
4.	
Purpose of Entertainment <i>Retirement of Municipal Clerk - Last Day Worked luncheon.</i>	
Amount Claimed <i>\$64.27</i>	
Treasurer Signature <i>L.A. Witherspoon</i>	Date <i>July 3, 2014</i>

An itemized receipt must be attached to process payment

Bistro North  
Copper River Inn  
700 Stewart St.  
Fort Frances, ON P9A 2Y2  
807-274-1611

2008 BRENDA G

Tbl T19/1 Chk 5508 Gst 3  
Jun30'14 01:01PM

1 COFFEE	2.15
1 POP	2.99
1 GRILL CHKN CAES	13.99
1 REUBEN	13.99
1 CLUBHOUSE	12.99
SIDE GRAVY	
1 OPEN FOOD	1.29
Subtotal	47.40
Tax	6.16
Amount Due	53.56

Thanks for Dining With Us!

Tip: \_\_\_\_\_ Total: \_\_\_\_\_

Room: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Sign: \_\_\_\_\_

COPPER RIVER INN AND  
700 STEWART ST  
FORT FRANCES, ON P9A 2Y2

Merchant ID: 000000003652685  
Term ID: 05665627

### Purchase

VISA CREDIT

XXXXXXXXXXXX6269

AID: A0000000031010

Entry Method: Chip

Batch#: 000037

06/30/14

13:29:47

Invoice #: 000010

Appr Code: 065238

Apriva Transaction #: 2000

Ref #: 000030289714

Host Response: Success

Amount: \$ 53.56

Tip: \$ 10.71

Total: \$ 64.27

Customer Copy