

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

1.	Attendee	Wendy Brunella							
2.	Conference/Seminar Attended	NOMA Fall Conference							
	Location (Facility and City)	Thunder Bay							
	Dates	Sept 19-22							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast			17.00					
	Lunch			16.00					
	Dinner				35.00	35.00			
	Per Diem			160	160	160	160		
	Other								
									640
									1617.00
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved					Total Expenses			
						Advance Received			
						Balance Claimed			
						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.

Sept 25/17
Date

Wendy Brunella
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Fall Conference
Location	Thunder Bay
Dates	Sept 19 - 22

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		Sept 19	Sept 20	Sept 21	Sept 22			
Amount		\$160	\$160	\$160	\$160			\$640

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date Sept. 25/17

To be submitted to Payroll for processing when approved by Council