



TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2013/83

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: September 4, 2013
SUBJECT: Councillor Paul Ryan – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$1,180.43 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$675.00 for the AMO Conference attendance in Ottawa from August 18 to 21, 2013 as submitted by Councillor Paul Ryan.

Travel Expenses

1.	Meals	\$263.00
2.	Accommodations	127.70
3.	Transportation (Equivalent to Flight)	789.73
4.	Per Diem (4 1/2days)	<u>675.00</u>
Total Per Diem & Travel Claims		<u>\$1,855.43</u>

The registration fee of \$785.35 and Ottawa hotel accommodation of \$979.71 were paid by the Town resulting in the total cost of \$3,620.49 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 \$1,855.43 for the AMO Conference attendance held in Ottawa from August 18 to 21, 2013 as submitted by Councillor Paul Ryan.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claim for Councillor Paul Ryan, in the total amount of \$1,855.43 for the AMO Conference attendance held in Ottawa from August 18 to 21, 2013

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

1.	Attendee	Paul Ryan						
2.	Conference/Seminar Attended	ASSOCIATION OF MUNICIPALITIES OF ONTARIO 114TH ANNUAL CONVENTION						
	Location (Facility and City)	OTTAWA CONVENTION CENTRE - OTTAWA ON.						
	Dates	AUGUST 17 th → 21 st / 2013						

3.		Sun. 18 th	Mon. 19 th	Tues. 20 th	Wed. 21 st	Thurs.	Fri.	Sat. 17 th	Total
	Accommodation						(incl. tax)	127.70	127.70
	Transportation								
	Breakfast	12.00	15.00	15.00	15.00				57.00
	Lunch	16.00		20.00	20.00				56.00
	Dinner	40.00	40.00		35.00			35.00	150.00
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total
	BY TOWN OF F. FRANCES	Yes	See Below	Room in OTTAWA ON.	—


5.	Town Used Vehicle	Yes	No	Reason	Total
	Mileage Claimed			KM x \$0.45 =	
	Claim Equivalent Air Fare Winnipeg Man. → OTTAWA ON + RETURN =				789.73

6.	Approved	Total Expenses	Total
		Advance Received	0
		Balance Claimed	1180.43
		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.

Aug 26/2013

 Date



 Employee Signature

 Date

 Supervisor Signature

 Date

 Division Manager Signature

Date	Treasurer	A / P	Cashier

G 110-1500-1531

INTERNATIONAL TRAVEL 539647 ONTARIO LTD
265 SCOTT ST
FORT FRANCES ONT P9A 1G8
807 274 9895 OR 1800 465 7795
EMAIL ADDRESS IS PHERR SHAW CA

SALES PERSON: 77
CUSTOMER NBR: 000171

ITINERARY/INVOICE NO. 0041945
FTMUTQ

DATE: 12 JUL 13
PAGE: 01

TO: TOWN OF FORT FRANCES
PO BOX 38
FORT FRANCES ON P9A3M5
BOOKED BY KATHY LAWSON

FOR: ~~HALLIKAS/ANDREW MR~~

P-Ryan - Flight Equivalent

18 AUG 13 - SUNDAY

AIR AIR CANADA FLT:8524 ECONOMY CLASS FOOD FOR PURCHASE
OPERATED BY AIR CANADA EXPRESS - JAZZ
LV WINNIPEG MB 950A
EQP: CRA
AR OTTAWA ON 112P
02HR 22MIN
NON-STOP
HALLIKAS/ANDREW SEAT-26F REF: NDV2N5

21 AUG 13 - WEDNESDAY

AIR AIR CANADA FLT:453 ECONOMY
LV OTTAWA ON 100P
EQP: E90
AR TORONTO ON 205P
01HR 05MIN
ARRIVE: TERMINAL 1
NON-STOP
HALLIKAS/ANDREW SEAT-22A REF: NDV2N5
AIR AIR CANADA FLT:263 ECONOMY
LV TORONTO ON 315P
FOOD FOR PURCHASE
DEPART: TERMINAL 1
EQP: AIRBUS A320
AR WINNIPEG MB 451P
02HR 36MIN
NON-STOP
HALLIKAS/ANDREW SEAT-27D REF: NDV2N5

OTHER WINNIPEG MB
AIR CANADA/NDV2N5/NON REFUNDABLE
SERV CHGS 012

5.20 G.S.T./H.S.T. 40.00

AIR TICKET AC3925521738
ELEC TKT

HALLIKAS ANDREW MR

5.20
707.25

37.28 G.S.T./H.S.T.

37.28

CONTINUED ON PAGE 2

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BOOKED BY KATHY LAWSON

FOR: HALLIKAS/ANDREW MR

21 AUG 13 - WEDNESDAY

SUB TOTAL
TOTAL G.S.T./H.S.T.

747.25
42.48

TOTAL AMOUNT DUE

* 789.73

THANK YOU FOR BOOKING WITH INTERNATIONAL TRAVEL
ALL TIMES ARE LOCAL AND SUBJECT TO CHANGE
ENSURE VALID PASSPORT IN YOUR POSSESSION
PROPER PROOF OF CITIZENSHIP IS YOUR RESPONSIBILITY
TRIP CANCELLATION INSURANCE AND
OUT OF PROVINCE INSURANCE HAS BEEN DECLINED OR
STATED OTHERWISE
NO PRICE INCREASES ARE PERMITTED AFTER CUSTOMER
HAS PAID IN FULL
LIVING STANDARDS AND PRACTICES AT THE DESTINATION AND
STANDARDS AND CONDITIONS THERE WITH RESPECT TO THE
PROVISION OF UTILITIES, SERVICES AND ACCOMMODATION
MAY DIFFER FROM THOSE FOUND IN CANADA.
PLEASE NOTE THAT ENTRY TO ANOTHER COUNTRY
MAY BE REFUSED EVEN IF THE REQUIRED INFORMATION
AND TRAVEL DOCUMENTS ARE COMPLETE

WE WISH YOU A SAFE AND ENJOYABLE TRIP.
IF YOU HAVE ANY QUESTIONS, PLEASE CALL.

GST REGISTRATION R106346745
TICO 2392278

* Claim Equivalent Air Fare 789.73



BY CHOICE HOTELS

MainStay Suites Winnipeg (CN921)

670 King Edward Street
 Winnipeg, MB R3H 0P2
 (204) 594-0500
 GM.CN921@choicehotels.com

Account: 288082374

Date: 8/24/13

Room: 331 ssc

Arrival Date: 8/16/13

Departure Date: 8/17/13

Check In Time: 8/16/13 1:29 PM

Check Out Time: 8/17/13 11:24 AM

Rewards Program ID: CN-81007653249

You were checked out by: tconst.cn921

You were checked in by: jnanes.cn921

Total Balance Due: 0.00

Post Date	Description	Comment	Amount
8/16/13	Room Charge	#331 AVIS, ROY	107.99
8/16/13	Occupancy Tax		5.40
8/16/13	GST Accommodations		5.67
8/16/13	PST Accommodations		8.64
8/17/13	Master Card	Room Charge XXXXXXXXXXXX1937	(127.70)

Folio Summary 8/16/13 - 8/17/13

Room Charge	107.99
PST Accommodations	8.64
Occupancy Tax	5.40
GST Accommodations	5.67
Master Card	(127.70)

Balance Due: 0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to Choice Privileges points.

GST# 801393695RT0001

MainStay Suites Winnipeg is a Non-Smoking Hotel. There will be a \$250.00 damage charge for smoking in the Hotel.

X _____
 CHOICEprivileges

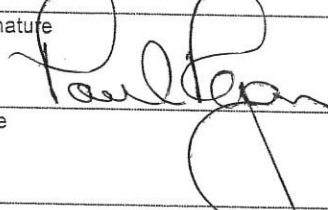
Congratulations. You are earning Choice Privileges Points for this stay.

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

Attendee	PAUL RYAN
Conference / Seminar Attended	ASSOCIATION OF MUNICIPALITIES OF ONTARIO 114 TH ANNUAL CONFERENCE
Location	OTTAWA CONVENTION CENTRE, OTTAWA ON.
Dates	AUGUST 17 TH → 21 ST / 2013

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Aug 19/13	Aug 20/13	Aug 21/13			Aug 17/13	Aug 18/13	
Amount	150. ⁰⁰	150. ⁰⁰	150. ⁰⁰			75. ⁰⁰	150. ⁰⁰	675. ⁰⁰

Name (Please Print) PAUL RYAN	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council