



TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2012/111

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: November 7, 2012
SUBJECT: Mayor Roy Avis – Local Government Networking Session

BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the total amount of \$30.57 in regard to attendance at the “Getting to Know Your Neighbour” Local Government Networking Session held at the Kay Nay Chi Wah Nung Historical Center on October 16, 2012 as submitted by Mayor Roy Avis.

The travel expense claim is in compliance with Travel Policy sub-section 4. b) v).

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$30.57 for attendance at the “Getting to Know Your Neighbour” Local Government Networking Session held on October 16, 2012 as submitted by Mayor Roy Avis.

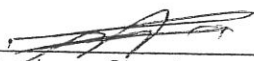
Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the travel expense claim submitted by Mayor Roy Avis in the amount of \$30.57 to attend the “Getting to Know Your Neighbour” Local Government Networking Session held at the Kay Nah Chi Wah Nung Historical Center on October 16, 2012 as outlined in this report.

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

1.	Attendee	Mayor Roy Avis							
2.	Conference/Seminar Attended	Local Government Networking Session							
	Location (Facility and City)	Kay Nah Chi Wah Nung Historical Centre							
	Dates	October 16, 2012							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other			30.57					30.57
4.	Prepaid Expenses	Registration		Air Travel		Other			Total
									-
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason					Total
	Mileage Claimed	KM x \$0.45 =							
6.	Approved								Total Expenses
									30.57
									Advance Received
									-
									Balance Claimed
									30.57
									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.

October 17, 2012
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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) Roy Avis	Signature 
Approved	Date October 17, 2012.

Safeway
417 Scott Street
Fort Frances, ON,
P9A1H3
STORE NO: 574

XXXXXXXXXX4007
Amex **/**
Appr # 509864
Seq # 622001001001
Terminal # U0674CRN
Trans : Purchase
Res Code: 000 - 00
APPROVED
Inv # 90042066
10/17/2012 08:03:13

Pump # 4-REG
Vol : 23.351 L
Price/L : \$1.309
Total: \$30.57

Fuel Includes:
GST/HST(13.0%): \$3.52
GST/HST #: 119347672

You Saved
5 Cents Per Litre

LET US HEAR FROM YOU!
1-800-723-3929 OR VISIT

SAFeway.ca

THANK YOU
ASK FOR OUR SPECIALS !



The Chiefs of the RR District First Nations invite you
to participate in a

**“Getting to Know Your Neighbour”
Local Government Networking Session**

**Tuesday, October 16th, 2012
10:00 am to 2:00 pm
Kay Nah Chi Wah Nung Historical Center**

**Open to all members of First Nations and Municipal
Governments in the Rainy River District**

**To confirm attendance, or for further
information please contact James at
(807) 274-5899 or email: info@ffcs.ca**