



TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/81

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: September 4, 2013
SUBJECT: Mark McCaig, CAO – AMO Conference Travel Expenses

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the total amount of \$330.00 in regard to travel and attendance of the AMO Conference held in Ottawa from August 17 to 21, 2013 as submitted by Mark McCaig, CAO.

Conference Expenses

1. Meals	\$280.00
3. Per Diem (5 days)	<u>50.00</u>
Total Per Diem & Travel Claims	<u>\$ 330.00</u>

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11, Schedule 'A' 1. and 2.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the travel expense claim in the total amount of \$330.00 for attendance at the AMO Conference held in Ottawa from August 17 - 21, 2013 as submitted by Mark McCaig, CAO.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the travel expense claim as submitted by Mark McCaig, CAO in the amount of \$330.00 to attend the AMO Conference held in Ottawa from August 17 - 21, 2013 as outlined in this report.

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

1. Attendee	<i>Mark McCaig CAO</i>							
2. Conference/Seminar Attended	<i>AMO ANNUAL</i>							
Location (Facility and City)	<i>WESTIN HOTEL - OTTAWA</i>							
Dates	<i>AUG - 17th thru 21</i>							
3.	Sun. 18	Mon. 19	Tues. 20	Wed. 21	Thurs.	Fri.	Sat. 17 th	Total
Accommodation	<i>ON</i>	<i>VISA</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>
Transportation	<i>ON</i>	<i>VISA</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>
Breakfast	<i>15.00</i>	<i>15.00</i>	<i>15.00</i>	<i>15.00</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>60.00</i>
Lunch	<i>20.00</i>	<i>—</i>	<i>20.00</i>	<i>20.00</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>60.00</i>
Dinner	<i>40.00</i>	<i>40.00</i>	<i>—</i>	<i>40.00</i>	<i>—</i>	<i>—</i>	<i>40.00</i>	<i>160.00</i>
Per Diem	<i>10.00</i>	<i>10.00</i>	<i>10.00</i>	<i>10.00</i>	<i>—</i>	<i>—</i>	<i>10.00</i>	<i>50.00</i>
Other	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
	<i>—</i>		<i>—</i>		<i>—</i>		<i>—</i>	
5. Town Used Vehicle	Yes	No	Reason	Total				
Mileage Claimed	<i>KM x \$0.47 =</i>							
6. Approved				Total Expenses <i>330.00</i>				
				Advance Received <i>—</i>				
				Balance Claimed <i>330.00</i>				
				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.

August 23/13
Date

Mark McCaig
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier