

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

1.	Attendee	<i>Wendy Brunetta</i>							
2.	Conference/Seminar Attended	<i>AMO</i>							
	Location (Facility and City)	<i>Windsor</i>							
	Dates	<i>Aug 14-17, 2016</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation (<i>train</i>)								<i>116.39</i>
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other								
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	<i>116.39</i>	
							Advance Received		
							Balance Claimed	<i>116.39</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.

Date

Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

Note: Porter flight cancelled – took train to Windsor – charged to my personal credit card. Porter gave \$100 credit to Town for cancelled flight. Requesting reimbursement for train ticket.

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

CARDHOLDER COPY

APPROVED
AUTH# 036772 01-027
THANK YOU

Mastercard
A0000000041010
55A60AC690B385AF
0000008000-E800
1CC0CA8523F2B487

\$116.39

PURCHASE
TOTAL
C84106345-001-001-101-0

CARD *****4158
CARD TYPE MASTERCARD
DATE 2016/08/14
TIME 3363 17:21:23
CLERK ID 453809
INVOICE # 7277
RECEIPT NUMBER

VIA RAIL CANADA INC
UNION STATION
TORONTO ON

porter

Boarding Pass/Carte d acces a bord

Name/Nom
BRUNETTA/WENDY

From/Départ
TORONTO

Frequent Flyer/Voyageur Assidu

Flight/Vol
PD 262

Date/Date
14Aug16

Boarding Time/Heure D embarquement
04:20 PM

To/Destination
WINDSOR

Reservation/Reservation
042P3S

Gate/Porte
3

Seat/Siege
6B

Seq
44

Flight Cancelled



RECEIPT | RECU

BRUNETTA/WENDY
<ADT>
Train REQ'D FOR REFUND/EXCHANGE
REQUIS POUR REMP./ÉCHANGE



ITINERARY | ITINÉRAIRE

BRUNETTA/WENDY
TORONTO UNION
WINDSOR
ON 14AU
ON 1730
2156
VIA 025 Economy / Economie
Not valid for travel
Non valide pour voyager

Station/Gare

UNION STATION, 65 FRONT ST. W, TORONTO, ON

PLE

14AU16 1721

CAXXXX 111

14AU16

Fare/Prix

103.00

103.00

GST-HST/TPS

13.39

105552178581001

PSI/TPS

0.00

0.00

Total

116.39

116.39

File | Dossier

JSX3377

2>2

FTR | ETF

JSX3377

2>2