

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: September 6, 2016
SUBJECT: Councillor Paul Ryan – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$675.00 and Schedule “B” Travel Expenses of \$984.33 to attend the AMO Conference held in Windsor, Ontario from August 13 - 17, 2016 as submitted by Councillor Paul Ryan.

Conference Expenses

1. Meals	\$335.00
2. Hotel Accommodations	159.33
3. Airfare (In-Lieu)	490.00
4. Per Diem (4 ½ days)	<u>675.00</u>
Total Per Diem & Travel Claims	<u>\$1,659.33</u>

The registration fee of \$791.00 and hotel accommodations of \$610.20 were paid by the Town resulting in the total cost of \$3,060.53 to attend the AMO Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$1,659.33 as submitted by Councillor Paul Ryan for his attendance at the AMO Conference held in Windsor, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$1,659.33 as submitted by Councillor Paul Ryan for his attendance at the AMO Conference held in Windsor, Ontario from August 13 - 17, 2016.

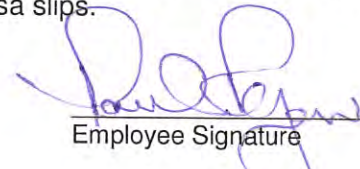
**TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT**

1.	Attendee	PAUL RYAN							
2.	Conference/Seminar Attended	ASSOCIATION OF MUNICIPALITIES OF ONTARIO 117 th ANNUAL General Meeting + Conference							
	Location (Facility and City)	CAESAR'S Windsor Hotel - Windsor Ontario							
	Dates	August 13, 14, 15, 16, 17 / 2016							
3.		Sun. 14 th	Mon. 15 th	Tues. 16 th	Wed. 17 th	Thurs.	Fri.	Sat. 13 th	Total
	Accommodation							159.33	159.33
	Transportation								—
	Breakfast	15.00	15.00	15.00	15.00			0	60.00
	Lunch	20.00	20.00	20.00	20.00			0	80.00
	Dinner	40.00	40.00	40.00	35.00			40.00	195.00
	Per Diem								—
	Other								—
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
	By Town of Fort Frances	Yes		See Below		Room in Windsor Ont.		—	
5.	Town Used Vehicle	Yes	No	Reason	Travel in Roy's Private Vehicle				Total
	Mileage Claimed	KM x \$0.47 =				—			
	Claim Equivalent Air Fare - Thunder Bay to Windsor ON. + Return					490.00			
6.	Approved					Total Expenses			
						984.33			
						Advance Received			
						0			
						Balance Claimed			
						984.33			
						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 22 / 2016
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier



P.O. BOX 351 W399 US 2 & 41 • Harris, Michigan 49845
(906) 466-2941

Ryan, Gordon
1226 5th St East
P9A1V9

FOLIO NO.: 12I8JN
ROOM NO.: H3320 CLERK: AS
ARRIVE: 08/13/16
DEPART: 08/14/16
RATE/PACKAGE: 112.75
RATE/PACKAGE DESCRIPTION: HRRD
NO. IN PARTY: 2
DEPOSIT REC'D: 122.56

DATE		DESCRIPTION	CHARGES	PAYMENTS
08/13/16	PMC	1 XXXX1937		122.56
Subtotals			\$ 0.00	122.56
				122.56

Conversion TO CAN Currency:

$$122.56 \text{ us} \times 1.30\% = 159.33 \text{ CAN \$}$$

I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or association
to pay for any or the full amount of these charges.

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

Attendee	PAUL RYAN
Conference / Seminar Attended	ASSOCIATION OF MUNICIPALITIES OF ONTARIO 117 th ANNUAL GENERAL MEETING + CONFERENCE
Location	CAESAR'S WINDSOR HOTEL - WINDSOR ONTARIO
Dates	AUGUST 13, 14, 15, 16, 17 / 2016

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	AUG 15	AUG 16	AUG 17			AUG 13	AUG 14	—
Amount	150. ⁰⁰	150. ⁰⁰	150. ⁰⁰			75. ⁰⁰	150. ⁰⁰	675. ⁰⁰

Name (Please Print)	Signature
PAUL RYAN	As Paul Ryan
Approved	Date
	AUGUST 22 / 2016

To be submitted to Payroll for processing when approved by Council