



TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/80

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: September 4, 2013
SUBJECT: Mark McCaig, CAO – Purchase Card Expenses

BACKGROUND

Attached is a copy of Mark McCaig's purchase card expenses in the amount of \$31.71 for a luncheon meeting with C. Calder, Métis Ventures Inc. on July 25, 2013

The entertainment expenses are in compliance with Travel Policy No. 3.11 4. e).

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the purchase card luncheon meeting expense incurred by M. McCaig, CAO in the amount of \$31.71.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee's recommendation to approve the purchase card expenses in the amount of \$31.71 for Mark McCaig, CAO luncheon meeting on July 25, 2013.

MARK MCCAIG
4715- 6269

CREDITS
\$0.00

PURCHASES
\$31.71

CASH ADV
\$0.00

TOTAL ACTIVITY
\$31.71

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-26	07-25	74064493206820186376446	LA FLAMBEE FORT FRANCES ON	31.71

G 120 - 1500 - 1532

**TOWN OF FORT FRANCES - SCHEDULE "C"
TRAVEL ADVANCE REQUEST**

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance
Please include completed Travel expense statement (schedule B) so as to properly account for the HST

**TOWN OF FORT FRANCES - SCHEDULE "D"
ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

Name <i>MARK MCCAIG</i>	Date <i>JULY 25, 2013</i>
Names, Position, and Organization of Individuals Being Entertained	
1. <i>Mark MCCAIG TOFF</i>	
2. <i>CHINT CALDER METIS VENTURES INC</i>	
3.	
4.	
Purpose of Entertainment <i>Meeting regarding Metis Ventures building on 71A ARMIT AVE</i>	
Amount Claimed <i>\$31.71</i>	<i>Mark McCaig</i>
Treasurer Signature	Date

An itemized receipt must be attached to process payment

LA FLAMBÉE
232 SCOTT STREET
FORT FRANCES, ON

Term ID: 28133717

Purchase

XXXXXXXXXXXX6269

VISA

Entry Method: C

Amount: \$ 27.57

Tip: \$ 4.14

Total: \$ 31.71

2013-07-25

14:15:36

Seq #: 0013190050

Appr Code: 061515

Resp Code: 01/027

VISA CREDIT

A0000000031010

60 53 E6 72 FE 38 DD 1E

00 00 00 00 00

F8 00

D2 96 : : 20 85 F1 9C

APPROVED
Thank You

Customer Copy

IMPORTANT -

retain copy for your records

La Flambée
INTERNATIONAL CUISINE

232 SCOTT ST.
FORT FRANCES, ON P9A 1G7

CHECK NO.

102087

SERVER

Peukin Jr

Beef dip Jr

Pepsi D Pepsi

THANK
YOU!

NO. OF GUESTS	2	FOOD TOTAL	
TABLE	3	HST	
DATE		SUBTOTAL	
(SEE OTHER SIDE)		BAR TOTAL	
O 5975E-b2		TOTAL	

GUESTS	DATE	TAX 1	TAX 2	\$

RECEIPT

102087

LA FLAMBÉE
HST# 88625 2790

232 SCOTT ST.
FORT FRANCES, ON P9A 1G7
PHONE: (807) 274-1143