



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/48**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: May 7, 2013
SUBJECT: Councillor Rick Wiedenhoeft – OAPSB Meeting Travel Claim

BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$39.90 for town owned vehicle gas expense to attend the Ontario Association of Police Services Board (OAPSB) meeting held on April 29, 2013 in Atikokan as submitted by Councillor Rick Wiedenhoeft.

The travel expense is in compliance with the Town of Fort Frances Travel Policy No. 3.11.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the April 29, 2013 travel claim in the amount of \$39.90 for town owned vehicle gas expense for attendance of the OAPSB Meeting held in Atikokan as submitted by Councillor Rick Wiedenhoeft.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the April 29, 2013 travel expense as submitted by Councillor Rick Wiedenhoeft in the total amount of \$39.90 to attend the Ontario Association of Police Service Board meeting held in Atikokan as outlined in this report.

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



1.	Attendee	<i>Pick Wiedenshaff</i>						
2.	Conference/Seminar Attended	<i>OAPSB meeting in Atikokan</i>						
	Location (Facility and City)	<i>Atikokan</i>						
	Dates	<i>Monday April 29, 2013</i>						

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason	
	Mileage Claimed			KM x \$0.45 =	<i>Gas</i>
					<i>Total 39.90</i>

6.	Approved		Total Expenses	
			Advance Received	
			Balance Claimed	
			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.

Tuesday April 30
Date

P. Wiedenshaff
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

SHELL CANADA PRODUCTS

ON BEHALF OF
HWY 11 EAST
FORT FRANCES ON
P9A 3M3
(807) 274-2221

Tax Description	Qty	Amount
H Bronze FS No1		
30.250 L @ \$1.319/ L		\$39.90
AIR MILES Discount	1	\$0.00
Sub Total		\$39.90
Amount HST Taxable		\$0.00
13.0% HST Tax		\$0.00
Amount HST-F Taxable		\$0.00
5.0% HST-F Tax		\$0.00
Total		\$39.90
MASTERCARD:		\$39.90
Change		\$0.00

01 APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXX1122
TERMINAL No. 89102381
PURCHASE CHIP
INV No. 1023819141
APPROVAL No. 14590Z
MasterCard
AID A0000000041010
TVR 0000008000

VERIFIED BY PIN

IMPORTANT

retain this copy for your records

AM 80003XXXXXX	MANUAL	Promo 0
Fuel Includes	HST	13.0% \$4.59
Fuel Includes	HST-F	5.0% \$0.00

HST - Fuel - ON No. R106555360

This Saturday & Sunday, May 4 & 5
spend \$50 on any purchase and earn up to
50 bonus AIR MILES reward miles
Details in-store

THANK YOU

Questions? 1-800-661-1600

REG: 1 CSH: Bear, TRAN: 4546
2013/04/29 13:59:02 ST: C10238