

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

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	2017 AMO Conference							
	Location (Facility and City)	Ottawa (Winnipeg) Westin Hotel Shaw Center							
	Dates	Aug 12 to 17, 2017							
		13	14	15	16	17		12	
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation	429.48 ^K	429.48 ^K	429.48 ^K	278.17 ^K	0	0	131.25	1697.86
	Transportation	622.24 ^D	Doug (AIR FARE)					12.95 ^{USA}	635.19
	Breakfast	20.00	0	0	0	20.00		0	40.00
	Lunch	25.00	0	25.00	25.00	25.00		0	100.00
	Dinner	45.00	45.00	45.00	45.00	0		45.00	225.00
	Per Diem	10.00	10.00	10.00	10.00	5.00		5.00	50.00
	Other Taxi	40.00 ^D				36.61 ^T			76.61
	PARKING		10.00	10.00	10.00	11.30			45.20 ^K
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		685.00 ^K		635.19 ^(NIA)		0		685.00	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved								Total Expenses
									3554.86
									Advance Received
									0
									Balance Claimed
									1077.24
									Balance Refunded
									1077.24

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 Aug 18/ 2017

Employee Signature Doug B.

Date _____

Supervisor Signature _____

Date _____

Division Manager Signature _____

Date	Treasurer	10-020-0264-1500-71531	Cashier
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10-020-0264-1500-71531

MY



Dy 2

eTicket Receipt

Prepared For
BROWN/DOUG D MR [ADT]

RESERVATION CODE	CSYPUA
ISSUE DATE	29Jun17
TICKET NUMBER	8382127197294
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SSW

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
13Aug17	WESTJET WS 520	WINNIPEG MB, CANADA Time 5:10am	TORONTO ON, CANADA Time 8:30am Terminal TERMINAL 3	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XC21K Not Valid Before 13AUG17 Not Valid After 13AUG17
13Aug17	WESTJET WS 3464 Operated by: WESTJET ENCORE	TORONTO ON, CANADA Time 12:00pm Terminal TERMINAL 3	OTTAWAON, CANADA Time 1:07pm	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XC21K Not Valid Before 13AUG17 Not Valid After 13AUG17
17Aug17	WESTJET WS 357	OTTAWAON, CANADA Time 7:00am	TORONTO ON, CANADA Time 8:02am Terminal TERMINAL 3	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XC21UK Not Valid Before 17AUG17 Not Valid After 17AUG17
17Aug17	WESTJET WS 521	TORONTO ON, CANADA Time 9:00am Terminal TERMINAL 3	WINNIPEG MB, CANADA Time 10:34am	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XC21UK Not Valid Before 17AUG17 Not Valid After 17AUG17

Allowances

Baggage Allowance

YWG to YOW - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YOW to YWG - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS

/E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YWG to YYZ , YYZ to YOW , YOW to YYZ , YYZ to YWG - 1 Piece (WS - WESTJET)

Carry On Charges

YWG to YYZ , YYZ to YOW , YOW to YYZ , YYZ to YWG - (WS - WESTJET)

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXXX 3059
Fare Calculation Line	YWG WS X/YTO WS YOW192.00WS X/YTO WS YWG162.00CAD354.00END
Fare	CAD 354.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 21.96 XG (GOODS AND SERVICES TAX (GST))
	CAD 4.03 RC1 (HARMONIZED SALES TAX (HST))
	CAD 56.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 46.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 496.24

Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001 GST # 866112535

For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

WESTJET

PAYMENT RECEIPT/RECU DE PAIEMENT

114

Name/Nom

BROWN/DOUG D

PNR
CSYPUA

Date

17AUG17

Time/Heure

5:37AM

Description

Fee/Frais
(CAD)

GST/TPS

Total
(CAD)

FIRST BAG	8382605401351	\$25.00	1.25	26.25
SECOND BAG	8382605401351	\$35.00	1.75	36.75
		\$60.00	3.00	63.00

Total (CAD)

BROWN/DOUG D

\$60.00 \$3.00

10-020-0264-1500-71531

RECEIPT/RECU 1/1

VI XXXXXXXXXXXXX3059 0420

AUTH 02089I

GST/TPS No.866112535

QST/TVQ No.1202807956 TQ000

KIOSK ID

YOWCK470

WESTJET

PAYMENT RECEIPT/RECU DE PAIEMENT

114

Name/Nom

BROWN/DOUG D

PNR
CSYPUA

Date

13AUG17

Time/Heure

4:05AM

Description

Fee/Frais
(CAD)

GST/TPS

Total
(CAD)

FIRST BAG	8382605339014	\$25.00	1.25	26.25
SECOND BAG	8382605339014	\$35.00	1.75	36.75
		\$60.00	3.00	63.00

Total (CAD)

BROWN/DOUG D

\$60.00 \$3.00

10-020-0264-1500-71531

RECEIPT/RECU 1/1

VI XXXXXXXXXXXXX3059 0420

AUTH 08496I

GST/TPS No.866112535

QST/TVQ No.1202807956 TQ0001

KIOSK ID

YWGCUSS10

MY

CAPITAL TAXI
(613) 744 - 3333

TERMINAL ID: 324-335-776
MERCHANT ID: 4325878A
VEHICLE ID: 6041
DRIVER ID: 00052190
TRIP NUMBER: 0225
PASSENGERS: 1
08/13/2017
START: 13:31
END: 13:32
FARE AMOUNT: \$ 40.00

TOTAL : \$ 40.00
VISA SALE : XXXX3059
APPROVAL NUMBER : 015811
PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



TOWN

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-301-315
MERCHANT ID: 43257364
VEHICLE ID: 1537
DRIVER ID: 00054413
TRIP NUMBER: 5363
PASSENGERS: 1
08/17/2017
START: 05:32
END: 06:33

FARE AMOUNT: \$ 31.61

TIP AMOUNT: \$ 5.00

TOTAL : \$ 36.61

VISA SALE : XXXX4129

APPROVAL NUMBER : 011543

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



Town

Holiday Stationstore
Shop the Difference
Store # 342
901 N. State St
Warroad, MN
56763
218-386-1700
CREDIT CARD SALE
Holiday
08/12/17 TIME: 17:05
Store#:0342
Terminal#:0001
VC
XXXXXXXXXXXX4124

Unleaded
Pump #: 06
Gallons: 5.397
Price/Gal: \$2.399
Total Fuel: \$12.95
Total Sale: \$12.95
Iran Seq # 568681

I AGREE TO PAY THE
ABOVE TOTAL AMOUNT
ACCORDING TO THE
CARDHOLDER AGREEMENT

INV#: 170520001
APPROVAL: 086627

BROWN/DOUG
Visit us at

holidaystationstores.com

10-020-0264-1500-71531

Dy

Kathy



BEST WESTERN PLUS Winnipeg Airport Hotel

Mr Doug Brown
Canada

Arrival : 08-12-17
Departure : 08-13-17
Room No. : 622
Invoice No. :
Conf. No. : 139339
Page : 1 of 1

GST 896932449 R0001
PST 896932449 MT0001

Date	Description	Charges	Payments
08-12-17	Guest Parking Fee	40.00	
	park and fly 4 nights		
08-12-17	GST	2.00	
08-12-17	PST	3.20	
08-12-17	Room Individual	110.99	
08-12-17	Accommodation Tax	5.55	
08-12-17	GST	5.83	
08-12-17	PST	8.88	
08-13-17	Visa		176.45
	471516XXXXXX8250 06/18		
Total		176.45	176.45
Balance			0.00

1715 Wellington Avenue, Winnipeg, Manitoba, R3H 0G1, Canada
Telephone: (204) 775-9889 Fax: (204) 775-4576

Each Best Western® branded hotel is independently owned and operated.

10-020-0264-1500-71531

Kathy

Doug M



LORD ELGIN

Doug Brown

Canada

Company Name:

Group Name:

H.S.T: 102094604RT

INFORMATION INVOICE

Room No. : 0702
Arrival : 08-13-17
Departure : 08-17-17
Folio No. :
Conf. No. : 384686
Cashier No. : 98
I.D.

Date	Description	Charges	Credits
08-13-17	Room Charge	369.00	
08-13-17	Destination Marketing Fee	11.07	
08-13-17	Room HST	49.41	
08-14-17	Room Charge	369.00	
08-14-17	Destination Marketing Fee	11.07	
08-14-17	Room HST	49.41	
08-15-17	Room Charge	369.00	
08-15-17	Destination Marketing Fee	11.07	
08-15-17	Room HST	49.41	
08-16-17	Room Charge	239.00	
08-16-17	Destination Marketing Fee	7.17	
08-16-17	Room HST	32.00	
08-17-17	Visa		1,566.61
		Total Charges	1,566.61
		Total Credits	1,566.61
		Balance	0.00