

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** November 19, 2014  
**Subject:** Mayor Avis –Rainy River District Queen’s Park Delegation Travel Claim

---

**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$100.00 to attend the Rainy River District Delegation at Queen’s Park for November 3 & 4, 2014 as submitted by Mayor Roy Avis.

The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim for November 3 & 4, 2014 in the total amount of \$100.00 as submitted by Mayor Roy Avis to attend the Rainy River District Delegation at Queen’s Park.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim for November 3 & 4, 2014 in the total amount of \$100.00 as submitted by Mayor Roy Avis to attend the Rainy River District Delegation at Queen’s Park.

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

1.	Attendee	<i>Roy Ann</i>								
2.	Conference/Seminar Attended	<i>MEETING WITH GOVERNMENT RE PAPER MICH.</i>								
	Location (Facility and City)	<i>TORONTO ONT</i>								
	Dates	<i>Nov 3 &amp; 4 2014</i>								
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	
	Accommodation									
	Transportation									
	Breakfast									
	Lunch			<i>20.00</i>					<i>20.00</i>	
	Dinner		<i>40.00</i>	<i>40.00</i>					<i>80.00</i>	
	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>100.00</i>
						Advance Received				
						Balance Claimed				
						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.

*November 3 2014*  
Date

*[Signature]*  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager Signature

Date	Treasurer	A / P	Cashier