



TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2013/82

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: September 4, 2013
SUBJECT: Mayor Roy Avis – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$1,180.43 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$675.00 for the AMO Conference attendance in Ottawa from August 18 to 21, 2013 as submitted by Mayor Roy Avis.

Travel Expenses

1.	Meals	\$263.00
2.	Accommodations	127.70
3.	Transportation (Equivalent to Flight)	789.73
4.	Per Diem (4 1/2days)	<u>675.00</u>
Total Per Diem & Travel Claims		<u>\$1,855.43</u>

The registration fee of \$785.35 and Ottawa hotel accommodation of \$979.71 were paid by the Town resulting in the total cost of \$3,620.49 to attend the NOMA Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule ‘A’ 2. and By-Law No. 02/10 4.4.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$1,855.43 for the AMO Conference attendance held in Ottawa from August 18 to 21, 2013 as submitted by Mayor Roy Avis.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claim for Mayor Roy Avis, in the total amount of \$1,855.43 for the AMO Conference attendance held in Ottawa from August 18 to 21, 2013


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

1.	Attendee	ROY AVIS							
2.	Conference/Seminar Attended	ASSOCIATION OF MUNICIPALITIES OF ONT.							
	Location (Facility and City)	OTTAWA CONFERENCE CENTRE OTTAWA ONTARIO							
	Dates	August 18, 19, 20, 21 2013							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation							127.70	127.70
	Transportation AIR EQUIVALENT							789.73	644.00
	Breakfast	12.00	15.00	15.00	15.00				57.00
	Lunch	16.00	20.00	20.00	20.00				56.00
	Dinner	40.00	40.00		35.00			35.00	150.00
	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		1180.43	934.70
						Advance Received			
						Balance Claimed		1180.43	
						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.

Date August 26 2013


Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

Date	Treasurer	A / P	Cashier

**MainStay Suites Winnipeg (CN921)**

670 King Edward Street
 Winnipeg, MB R3H 0P2
 (204) 594-0500
 GM.CN921@choicehotels.com

BY CHOICE HOTELS

AVIS, ROY
 523 COLONIZATION ROAD EAST
 FORT FRANCES, ON P9A2S1

Account: 288082370

Date: 8/24/13

Room: 135 ssc

Arrival Date: 8/16/13

Departure Date: 8/17/13

Check In Time: 8/16/13 1:25 PM

Check Out Time: 8/17/13 11:17 AM

Rewards Program ID: CN-81007653249

You were checked out by: tconst.cn921

You were checked in by: jnanes.cn921

Total Balance Due: 0.00

Post Date	Description	Comment	Amount
8/16/13	Room Charge	#135 AVIS, ROY	107.99
8/16/13	GST Accommodations		5.67
8/16/13	Occupancy Tax		5.40
8/16/13	PST Accommodations		8.64
8/17/13	Visa Payment	Room Charge XXXXXXXXXXXX6746	(127.70)

Folio Summary 8/16/13 - 8/17/13

Room Charge	107.99
PST Accommodations	8.64
Occupancy Tax	5.40
GST Accommodations	5.67
Visa Payment	(127.70)

Balance Due: 0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to Choice Privileges points.

GST# 801393695RT0001

MainStay Suites Winnipeg is a Non-Smoking Hotel. There will be a \$250.00 damage charge for smoking in the Hotel.

X _____

CHOICEprivileges

Congratulations. You are earning Choice Privileges Points for this stay.

G 110-1500-1531

INTERNATIONAL TRAVEL 539647 ONTARIO LTD
265 SCOTT ST
FORT FRANCES ONT P9A 1G8
807 274 9895 OR 1800 465 7795
EMAIL ADDRESS IS PHERR SHAW CA

SALES PERSON: 77 ITINERARY/INVOICE NO. 0041945
CUSTOMER NBR: 000171 FTMUTQ

DATE: 12 JUL 13
PAGE: 01

TO: TOWN OF FORT FRANCES
PO BOX 38
FORT FRANCES ON P9A3M5
BOOKED BY KATHY LAWSON

FOR: ~~HALLIKAS/ANDREW MR~~ MAYOR AUIS - FLIGHT EQUIVALENT

18 AUG 13 - SUNDAY

AIR AIR CANADA FLT:8524 ECONOMY CLASS FOOD FOR PURCHASE
OPERATED BY AIR CANADA EXPRESS - JAZZ
LV WINNIPEG MB 950A
EQP: CRA
AR OTTAWA ON 112P 02HR 22MIN
NON-STOP
REF: NDV2N5
HALLIKAS/ANDREW SEAT-26F

21 AUG 13 - WEDNESDAY

AIR AIR CANADA FLT:453 ECONOMY
LV OTTAWA ON 100P
EQP: E90
AR TORONTO ON 205P 01HR 05MIN
ARRIVE: TERMINAL 1
NON-STOP
HALLIKAS/ANDREW SEAT-22A
REF: NDV2N5

AIR AIR CANADA FLT:263 ECONOMY
LV TORONTO ON 315P
FOOD FOR PURCHASE
DEPART: TERMINAL 1
EQP: AIRBUS A320
AR WINNIPEG MB 451P 02HR 36MIN
NON-STOP
REF: NDV2N5
HALLIKAS/ANDREW SEAT-27D

OTHER WINNIPEG MB
AIR CANADA/NDV2N5/NON REFUNDABLE
SERV CHGS 012

5.20 G.S.T./H.S.T. 40.00

AIR TICKET AC3925521738
ELEC TKT

HALLIKAS ANDREW MR

5.20

707.25

37.28 G.S.T./H.S.T.

37.28

CONTINUED ON PAGE 2

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FOR: HALLIKAS/ANDREW MR

21 AUG 13 - WEDNESDAY

SUB TOTAL	747.25
TOTAL G.S.T./H.S.T.	42.48
TOTAL AMOUNT DUE	789.73

THANK YOU FOR BOOKING WITH INTERNATIONAL TRAVEL
ALL TIMES ARE LOCAL AND SUBJECT TO CHANGE
ENSURE VALID PASSPORT IN YOUR POSSESSION
PROPER PROOF OF CITIZENSHIP IS YOUR RESPONSIBILITY
TRIP CANCELLATION INSURANCE AND
OUT OF PROVINCE INSURANCE HAS BEEN DECLINED OR
STATED OTHERWISE
NO PRICE INCREASES ARE PERMITTED AFTER CUSTOMER
HAS PAID IN FULL
LIVING STANDARDS AND PRACTICES AT THE DESTINATION AND
STANDARDS AND CONDITIONS THERE WITH RESPECT TO THE
PROVISION OF UTILITIES, SERVICES AND ACCOMMODATION
MAY DIFFER FROM THOSE FOUND IN CANADA.
PLEASE NOTE THAT ENTRY TO ANOTHER COUNTRY
MAY BE REFUSED EVEN IF THE REQUIRED INFORMATION
AND TRAVEL DOCUMENTS ARE COMPLETE

WE WISH YOU A SAFE AND ENJOYABLE TRIP.
IF YOU HAVE ANY QUESTIONS, PLEASE CALL.


GST REGISTRATION R106346745
TICO 2392278

TOWN OF FORT FRANCES - SCHEDULE "E"
TRAVEL WAIVER OF LIABILITY FORM

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.


Name (Please Print) <i>Troy Ains</i>	Signature 
Approved	Date <i>August 17 2013</i>

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

Attendee	Foy Aulis
Conference / Seminar Attended	ASSOCIATION OF MUNICIPALITIES OF ONT.
Location	OTTAWA ONTARIO
Dates	AUGUST 18, 19, 20, 21

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	AUG 19	AUG 20	AUG 21			AUG 17	AUGUST 18	
Amount	150.00	150.00	150.00			75.00	150.00	675.00

Name (Please Print)	Signature
Foy Aulis	
Approved	Date

To be submitted to Payroll for processing when approved by Council